OPERATION GUIDE

FS-3540MFP
FS-3640MFP

Introduction

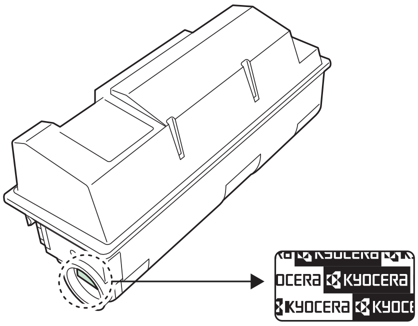
Thank you for your purchase of FS-3540MFP/FS-3640MFP.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read this Operation Guide before you start using the machine.

We recommend the use of our own brand supplies. We will not be liable for any damage caused by the use of third party supplies in this machine.

A label shown in the illustration assures that the supplies are our own brand.



Included Guides

The following guides are supplied with the machine. Refer to them as necessary.

Quick Installation Guide	Describes the procedures for installation of the machine, frequently-used operations, routine maintenance, and troubleshooting action.
Safety Guide	Provides safety and cautionary information for the installation and use of the machine. Be sure to read this guide before using the machine.
Safety Guide (FS-3540MFP/FS-3640MFP)	Describes the machine installation space, cautionary space, and other information. Be sure to read this guide before using the machine.

DVD (Product Library)

Operation Guide (This Guide)	Describes how to load paper, basic copy, print and scan operations, and troubleshooting.
FAX Operation Guide	Describes fax functionality.
Card Authentication Kit (B) Operation Guide	Describes how to authenticate to the machine using the ID card.
KYOCERA COMMAND CENTER Operation Guide	Describes how to access the machine from a computer via a Web browser to check and change settings.
Printer Driver Operation Guide	Describes how to install the printer driver and use printer functionality.
Network FAX Driver Operation Guide	Describes how to install and use the network fax driver in order to use network fax functionality.
KM-NET for Direct Printing Operation Guide	Describes how to use functionality for printing PDF files without launching Adobe Acrobat or Reader.
KMnet Viewer User Guide	Describes how to monitor the network printing system with KMnet Viewer.
PRESCRIBE Commands Technical Reference	Describes the native printer language (PRESCRIBE commands).
PRESCRIBE Commands Command Reference	Describes PRESCRIBE command functionality and control for each type of emulation.

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Quick Guide

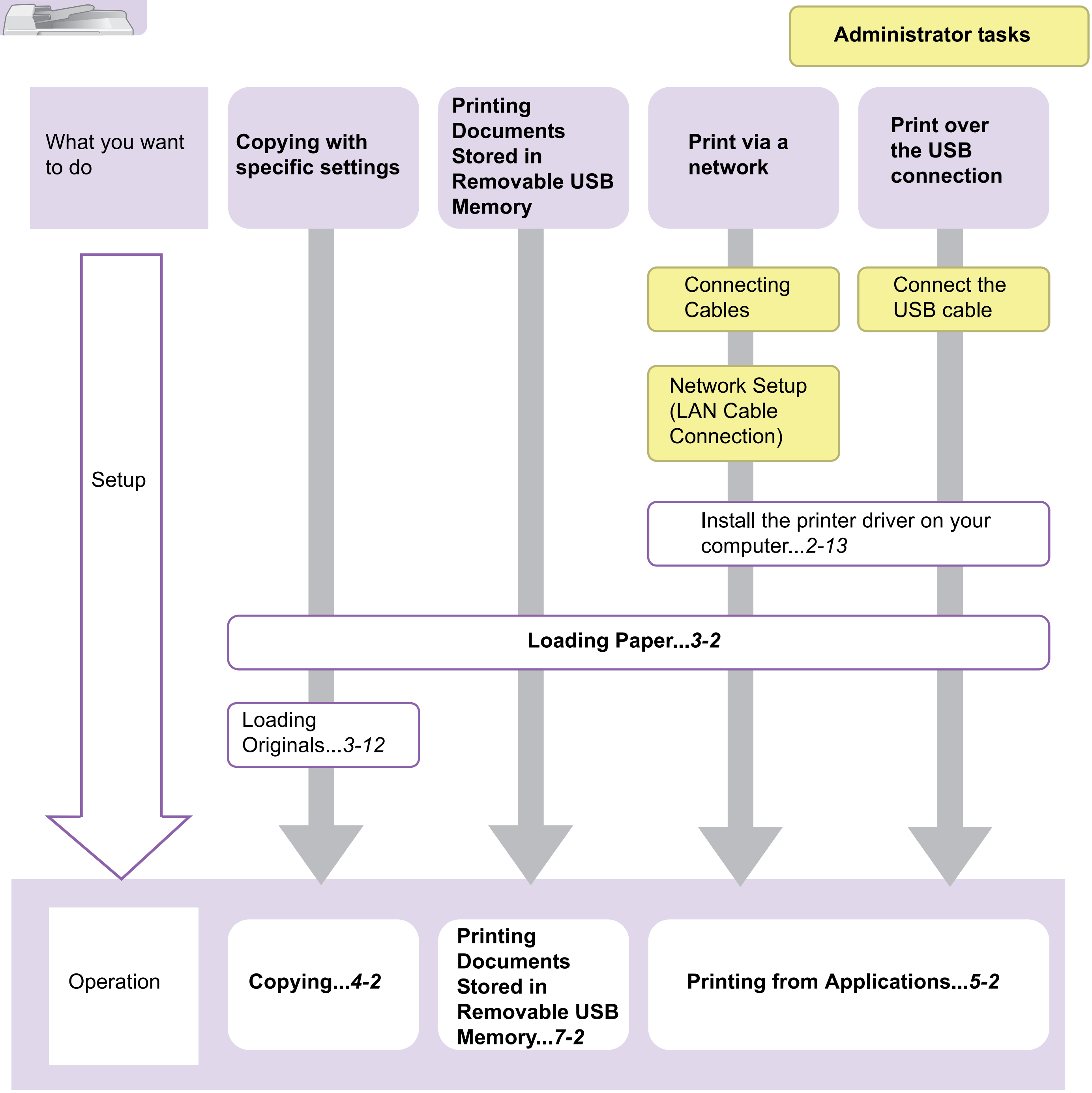
Be sure to read *Precautions for Use* before using this machine.

To make copies

Simply press the **Start** key to make copies. You can also fine-tune the copy settings by changing the paper size, adjusting the density, etc.

To print

You can print via a network or print a PDF file directly from USB memory.



Administrator tasks

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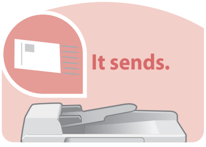
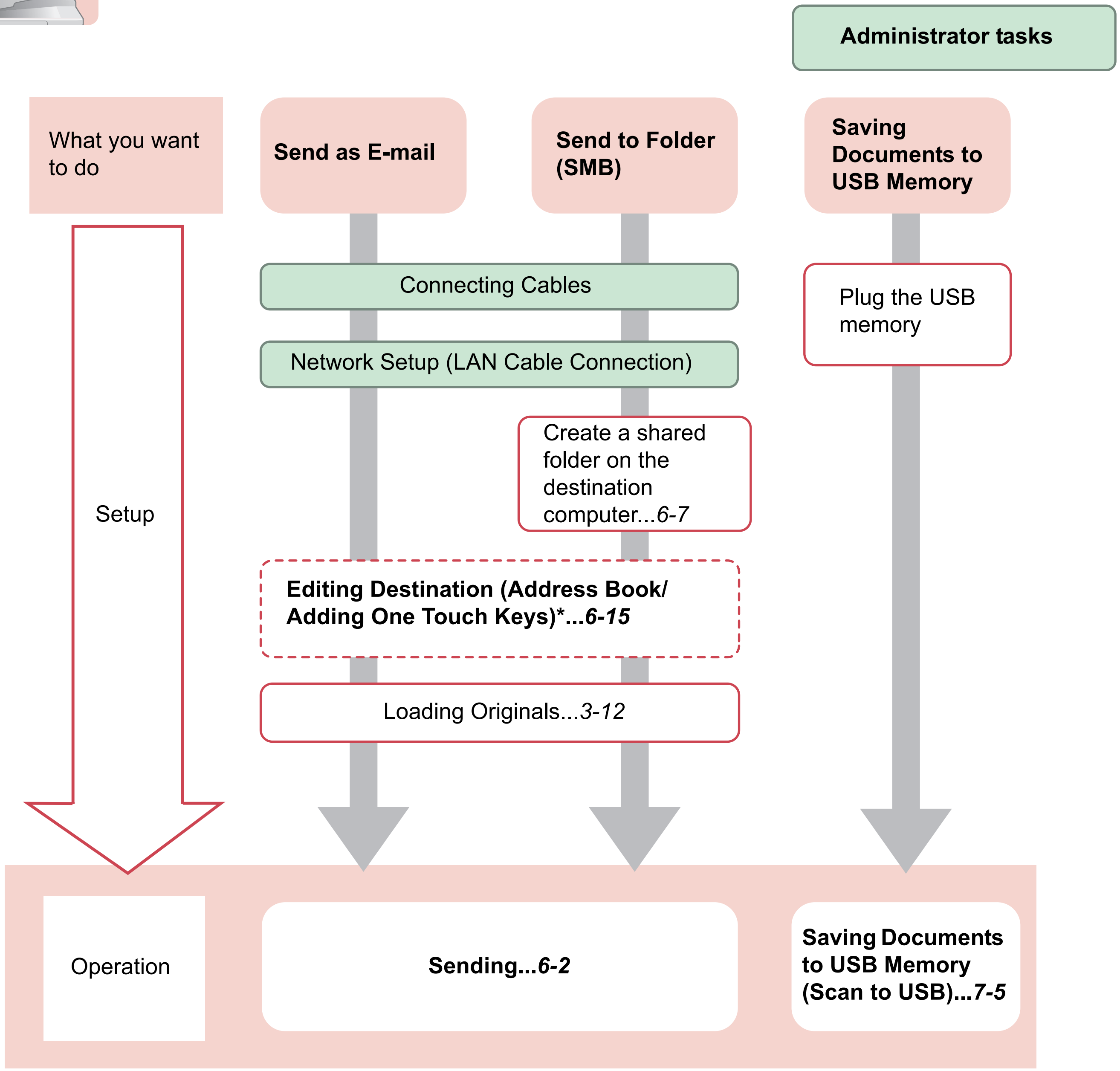


To send documents

You can send scanned images via a network. Or, you can also store scanned images in USB memory.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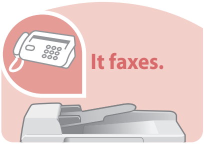
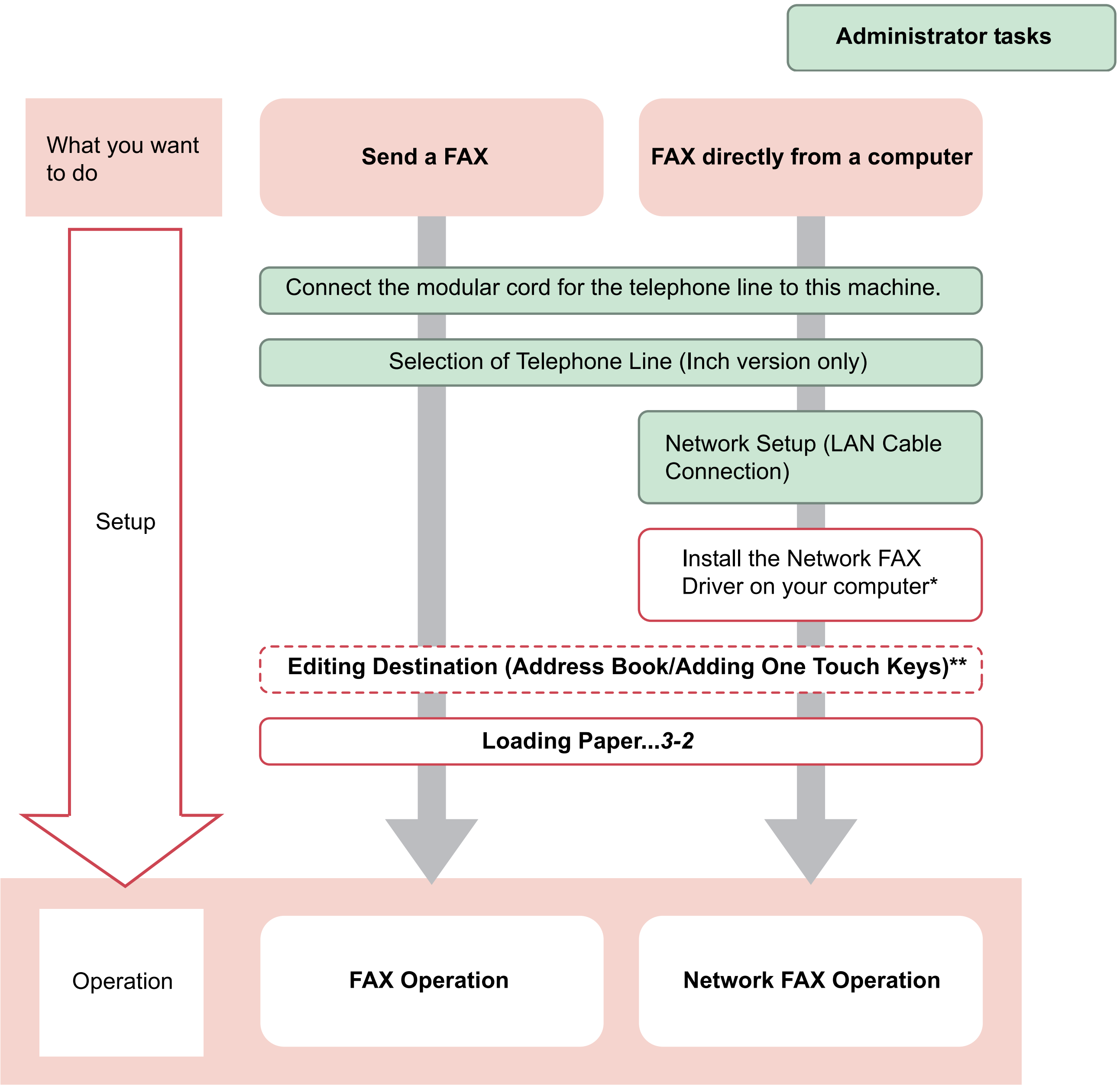
* If the destination is not stored in the address book, you can send by entering the address directly.



To send a FAX (only on products with the fax function installed)

As well as sending a FAX via the telephone lines, you can also send a FAX via a network.

NOTE
For more information on setting up and sending a FAX, refer to the *FAX Operation Guide*.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* For more information, refer to the *Network FAX Driver Operation Guide*.

** If the destination is not stored in the address book, you can send the FAX by entering the address directly.

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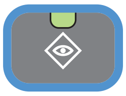

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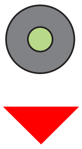

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1 Preface

This chapter explains the following topics:

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Notice

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

⚠ **WARNING**: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

⚠ **CAUTION**: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

⚠ ... [General warning]

⚠ ... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

⊘ ... [Warning of prohibited action]

⊘ ... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

❗ ... [Alert of required action]

● ... [Remove the power plug from the outlet]

⏚ ... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

NOTE

An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

Environment

The service environmental conditions are as follows:

- Temperature: 50 to 90.5 °F (10 to 32.5 °C)
- Humidity: 15 to 80 %

However, adverse environmental conditions may affect the image quality. It is recommended to use the machine at a temperature: around 60.8 to 80.6 °F or less (16 to 27 °C), humidity: around 36 to 65%. In addition, Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Precautions for Use

Cautions when handling consumables

⚠ CAUTION

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

Keep the toner container and the waste toner box out of the reach of children.

If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner container or the waste toner box.

Other precautions

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40 °C while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multi Purpose (MP) Tray, return it to its original package and reseal it.

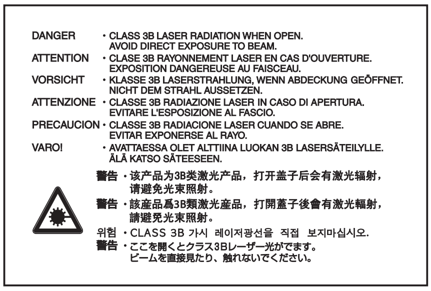
Laser Safety (Europe)

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC/EN 60825-1:2007.

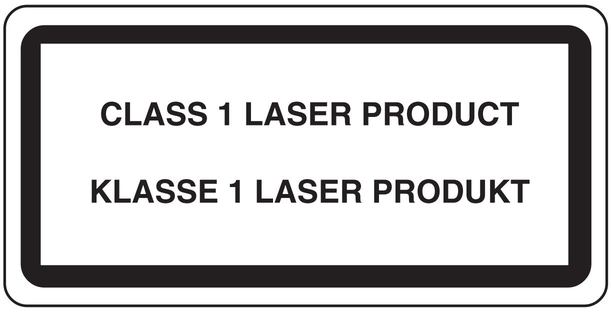
Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.



DANGER	• CLASS 3B LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION	• CLASE 3B RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT	• KLASSE 3B LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE	• CLASSE 3B RADIAZIONE LASER IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION	• CLASSE 3B RADIACIONE LASER CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO!	• AVATTAESSA OLET ALTTIINA LUOKAN 3B LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
警告	・该产品为3B类激光产品，打开盖子后会有激光辐射， 请避免光束照射。
警告	・該産品爲3B類激光産品，打開蓋子後會有激光輻射， 請避免光束照射。
위험	・CLASS 3B 가시 레이저광선을 직접 보지마십시오.
警告	・ここを開くとクラス3Bレーザー光がでます。 ビームを直接見たり、触れないでください。

The label shown below is attached on the left side of the machine.



CLASS 1 LASER PRODUCT

KLASSE 1 LASER PRODUKT

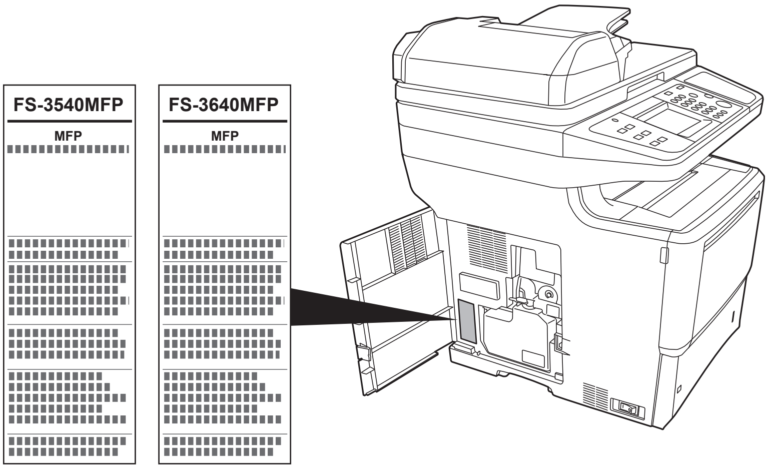
SAFETY OF LASER BEAM (USA)

1. Safety of laser beam

This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

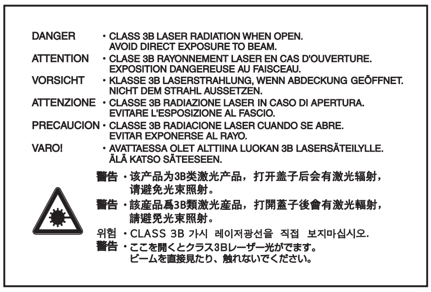
2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this machine, the label is on the right.



3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.



DANGER ・CLASS 3B LASER RADIATION WHEN OPEN.
AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION ・CLASE 3B RAYONNEMENT LASER EN CAS D'OUVERTURE.
EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT ・KLASSE 3B LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET.
NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE ・CLASSE 3B RADIAZIONE LASER IN CASO DI APERTURA.
EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION ・CLASSE 3B RADIACIONE LASER CUANDO SE ABRE.
EVITAR EXPONERSE AL RAYO.
VARO! ・AVATTAESSA OLET ALTTIINA LUOKAN 3B LASERSÄTEILYLLE.
ÄLÄ KATSO SÄTEESEEN.
警告 ・该产品为3B类激光产品，打开盖子后会有激光辐射，
请避免光束照射。
警告 ・該產品爲3B類激光產品，打開蓋子後會有激光輻射，
請避免光束照射。
위험 ・CLASS 3B 가시 레이저광선을 직접 보지마십시오.
警告 ・ここを開くとクラス3Bレーザー光がでます。
ビームを直接見たり、触れないでください。

4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

5. Safety switch

The power to the laser unit is cut off when the front cover is opened.

Safety Instructions Regarding the Disconnection of Power

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l’appareil hors tension. Les interrupteurs sur l’appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l’appareil hors tension.

WARNING

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- The use of a non-shielded interface cable with the referenced device is prohibited.

CAUTION — The changes or modifications not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

This device contains the module, which complies with Part 15 of FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions; (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

Other precautions (for users in California, the United States)

This product contains a CR Coin Lithium Battery which contains Perchlorate Material - special handling may apply. See *www.dtsc.ca.gov/hazardouswaste/perchlorate*.

Warranty (the United States)

FS-3540MFP/FS-3640MFP
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Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as “Kyocera”) warrant the Customer’s new Multifunctional Product (referred to as “MFP”), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one (1) year, or 300,000 copies/prints from date of installation, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera’s only obligation and the Customer’s exclusive remedy shall be replacement of any defective parts. Kyocera shall have no obligation to furnish labor.

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Fairfield, New Jersey
07004-0008, USA

KYOCERA MITA CANADA, LTD.
6120 Kestrel Road
Mississauga, Ontario L5T 1S8
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Energy Saving Control Function

The device comes equipped with energy-saving functionality for automatically transitioning to Sleep to minimize power consumption after a certain amount of time elapses since the device was last used.

Sleep

The device automatically enters Sleep when 1 minute have passed since the device was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened. For more information refer to *Sleep and Auto Sleep on page 2-19*.

Automatic 2-Sided Copy Function

This device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information refer to *Duplex on page 4-7*.

Paper Recycling

This device supports the recycled paper which reduces the load on the environment. Your sales or service representative can provide information about recommended paper types.

Energy Star (ENERGY STAR®) Program

We have determined as a company participating in ENERGY STAR that this product has earned the ENERGY STAR.

About this Operation Guide

This Operation Guide contains the following chapters.

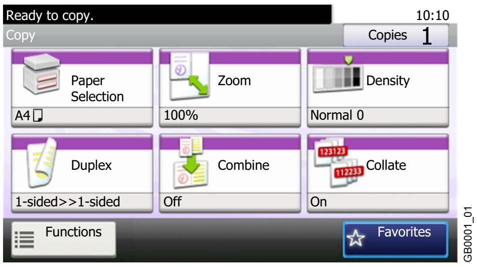
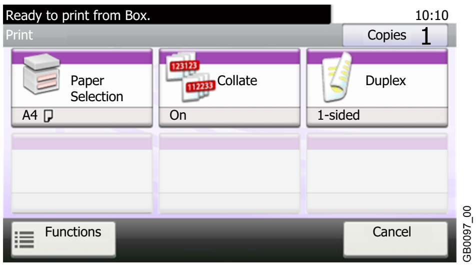
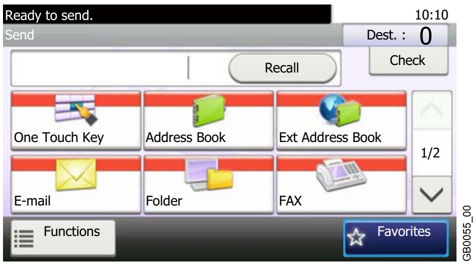
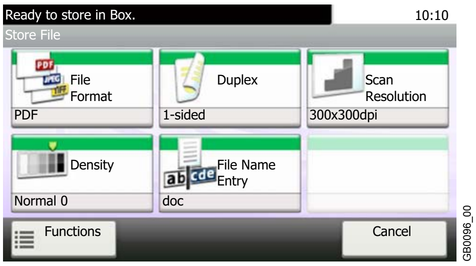
Chapter		Contents
1	***Preface***	Includes information about operating precautions, trademarks, and this manual.
2	***Preparation before Use***	Provides information about part names, connecting cables, and setting up and configuring the machine.
3	***Common Operations***	Explains overall machine operation, including loading paper and originals and logging in and out.
4	***Copying***	Describes the functions you can use when copying.
5	***Printing***	Provides information about functionality that is available when using the machine as a printer.
6	***Sending***	Describes the functions you can use when sending originals.
7	***Document Box***	Provides a basic guide to using document boxes.
8	***Status / Job Cancel***	Explains how to check the job status and job history and how to cancel jobs being printed or waiting to print. Also explains how to check the remaining paper and device status and how to cancel fax transmission.
9	***Setup, Registration, and User Management***	Explains system menu functionality related to overall machine operation, job accounting, and user management.
10	***Troubleshooting***	Explains how to respond to error indications such as when the machine runs out of toner and problems such as paper jams.
11	***Appendix***	Explains how to enter characters, and lists the machine specifications. Introduces the convenient optional equipment available for this machine. Provides information on media types and paper sizes. Also includes a glossary of terms.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

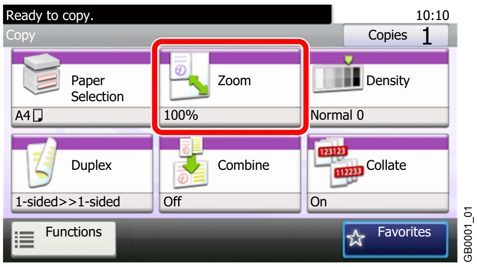
Convention	Description	Example
Bold	Indicates the operation panel keys or a computer screen.	Press the **Start** key.
[Regular]	Indicates the touch panel keys.	Press [OK].
Italic	Indicates a message displayed on the touch panel.	*Ready to copy* is displayed.
	Used to emphasize a key word, phrase or references to additional information.	For more information refer to *Sleep and Auto Sleep on page 2-19*.
NOTE	Indicates supplemental information or operations for reference.	**NOTE**
IMPORTANT	Indicates items that are required or prohibited so as to avoid problems.	✓ **IMPORTANT**
CAUTION	Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.	⚠ **CAUTION**

Job types for which each function can be set are shown with icons.

Icon	Description	Icon	Description
Copy	This function can be set while copying a document.  Ready to copy. 10:10 Copy Copies 1 Paper Selection A4 Zoom 100% Density Normal 0 Duplex 1-sided>>1-sided Combine Off Collate On Functions Favorites GB0001_01 *Copy* Screen	**Print from USB**	This function can be set while printing from USB memory.  Ready to print from Box. 10:10 Print Copies 1 Paper Selection A4 Collate On Duplex 1-sided Functions Cancel GB0097_00 *Print* Screen
Send	This function can be set while sending a document.  Ready to send. 10:10 Send Dest. : 0 Recall Check One Touch Key Address Book Ext Address Book 1/2 E-mail Folder FAX Functions Favorites GB0055_00 *Send* Screen	**Scan to USB**	This function can be set while saving a file to USB memory.  Ready to store in Box. 10:10 Store File File Format PDF Duplex 1-sided Scan Resolution 300x300dpi Density Normal 0 File Name Entry doc Functions Cancel GB0096_00 *Store File* Screen

In this guide, steps where touch panel keys are used are outlined in red.

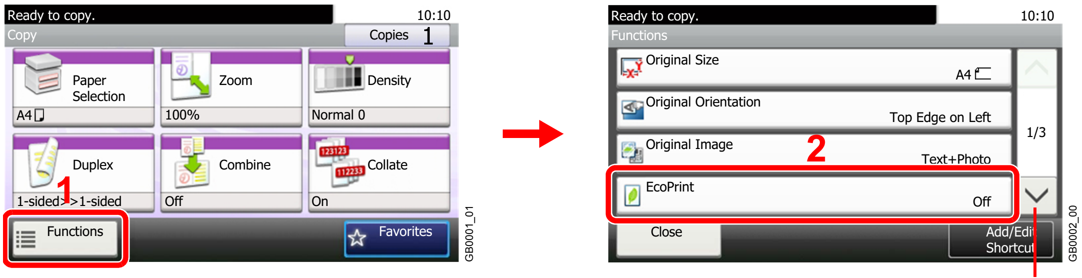
E.g.) Select [Zoom].



Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
GB0001_01

Procedures consisting of a series of operation panel and/or touch panel operations are numbered as follows:

E.g.) Select [Functions] and then [EcoPrint].



Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
1
Functions
Favorites
GB0001_01
Ready to copy.
10:10
Functions
Original Size
A4
Original Orientation
Top Edge on Left
Original Image
Text+Photo
2
EcoPrint
Off
1/3
Close
Add/Edit Shortcut
GB0002_00

Use [∨] or [∧] to scroll up and down.

Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

Icons on the Touch Panel

The following icons are used to indicate originals and paper placement directions on the touch panel.

Originals	Paper
▭ Horizontal direction	▯ Vertical direction

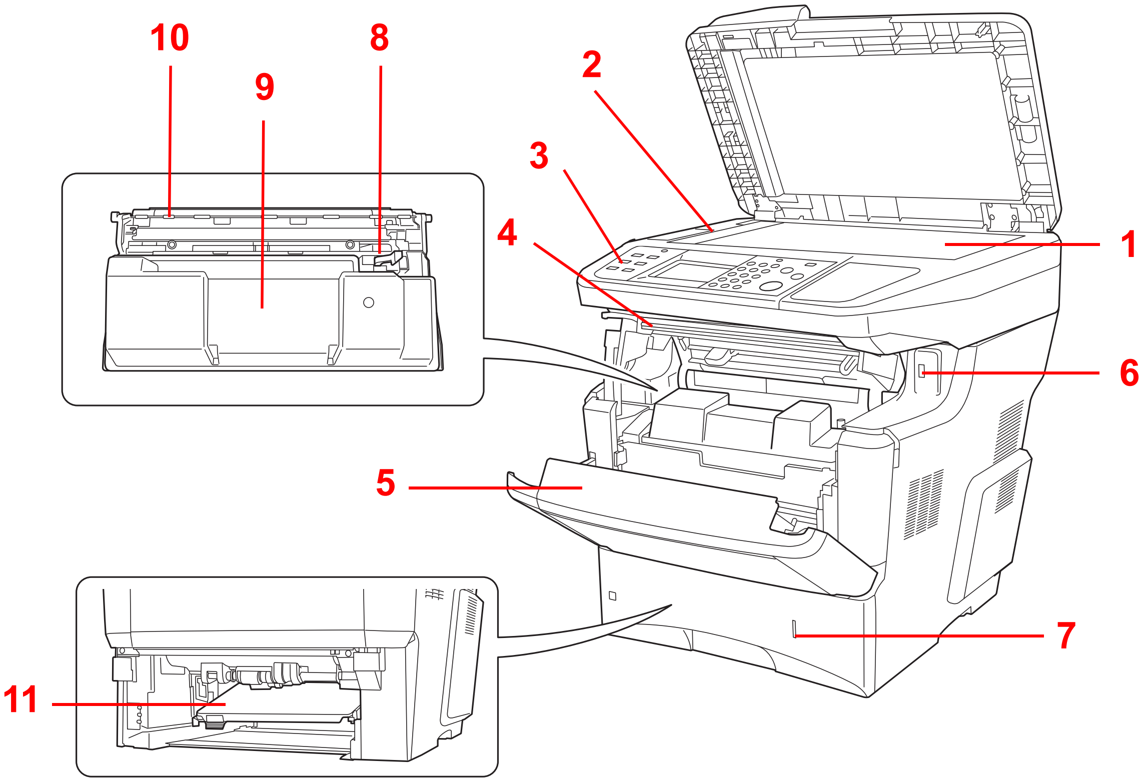
2 Preparation before Use

This chapter explains the following topics:

Part Names 2-2
  Machine 2-2
  Operation Panel 2-5
  Touch Panel 2-6
Determining the Connection Method and Preparing Cables 2-7
  Connection Example 2-7
  Preparing Necessary Cables 2-8
Connecting Cables 2-9
  Connecting LAN Cable 2-9
  Connecting USB Cable 2-10
  Connecting the Power Cable 2-10
Power On/Off 2-11
  Power On 2-11
  Power Off 2-11
Installing Software 2-13
  Installing Printer Driver 2-13
  Setting TWAIN Driver 2-17
  Setting WIA Driver 2-18
Energy Saver function 2-19
  Sleep and Auto Sleep 2-19
Machine Setup Wizard 2-20
COMMAND CENTER (Settings for E-mail) 2-21
  Sending E-mail 2-22

Part Names

Machine



1 Platen

2 Slit Glass

3 Operation Panel

4 Top Cover

5 Front Cover

6 USB Memory Slot

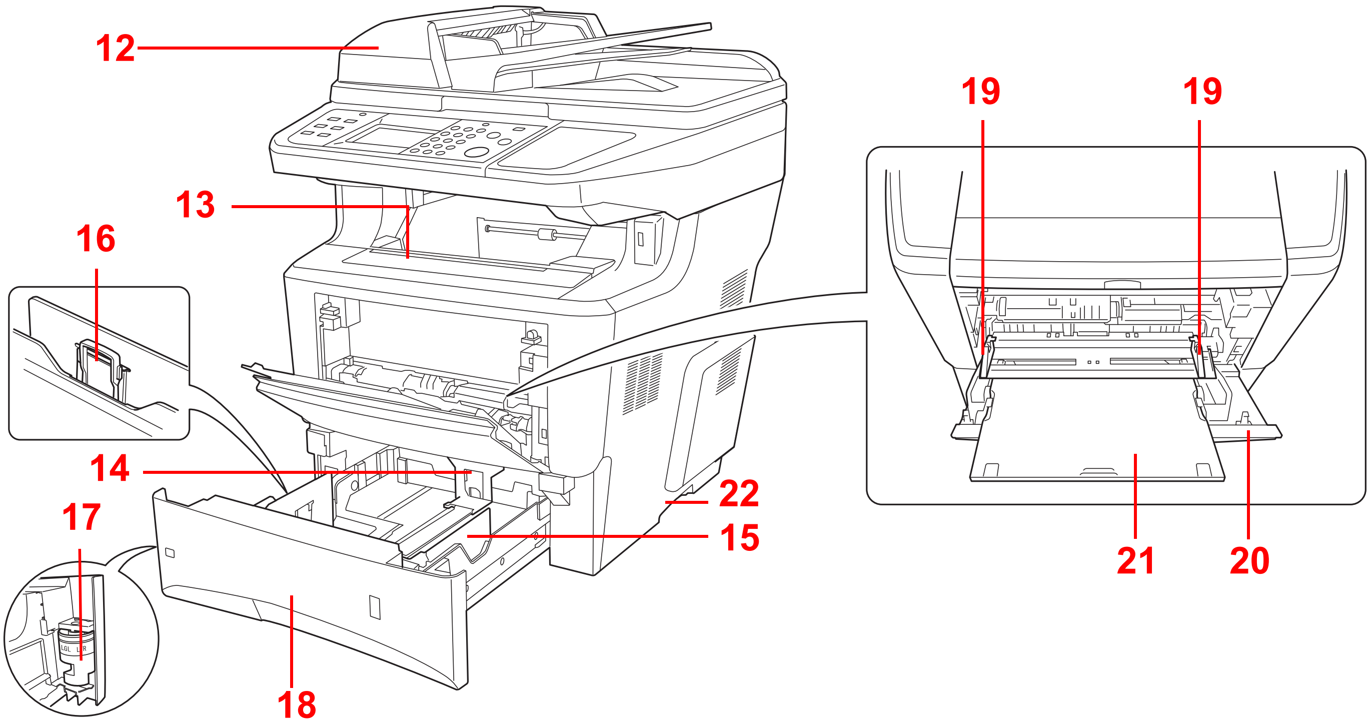
7 Paper Gauge

8 Toner Container Lock Lever

9 Toner Container

10 Developer Unit

11 Duplex Front Cover


12
13
16
14
17
18
22
15
19
19
21
20

12 Document Processor

13 Inner Tray

14 Paper Length Guide

15 Paper Width Guides

16 Paper Width Adjusting Tab

17 Paper Size Dial

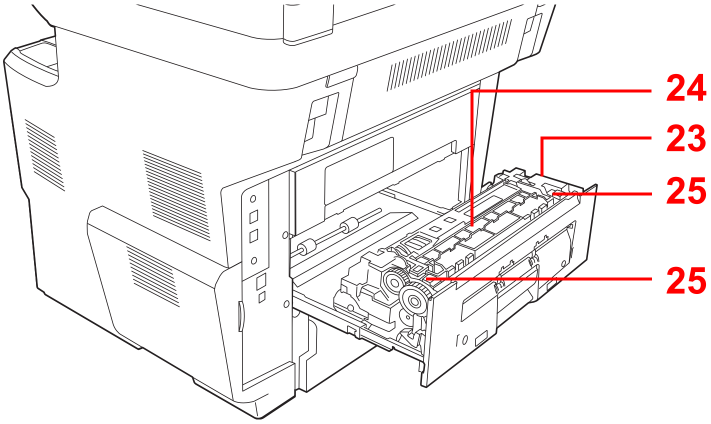
18 Cassette 1

19 Paper Width Guides

20 Multi Purpose Tray (MP Tray)

21 Support Tray Section of the Multi Purpose Tray

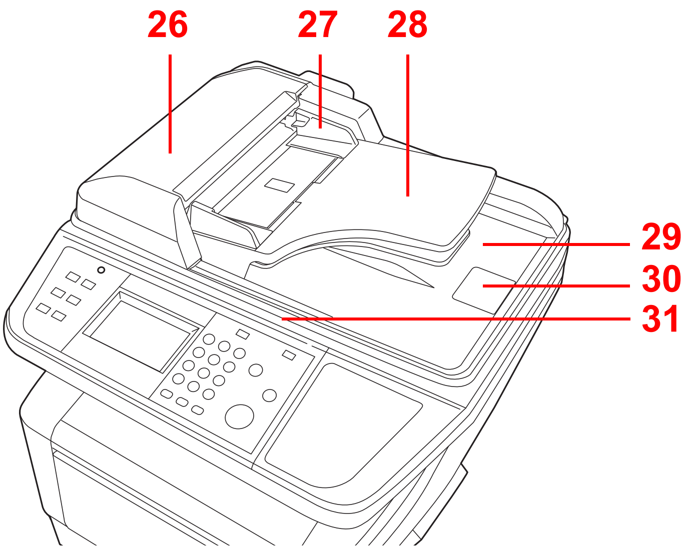
22 Handholds



23 Rear Unit

24 Fuser Cover

25 Envelope Switch



26 Document Processor Cover

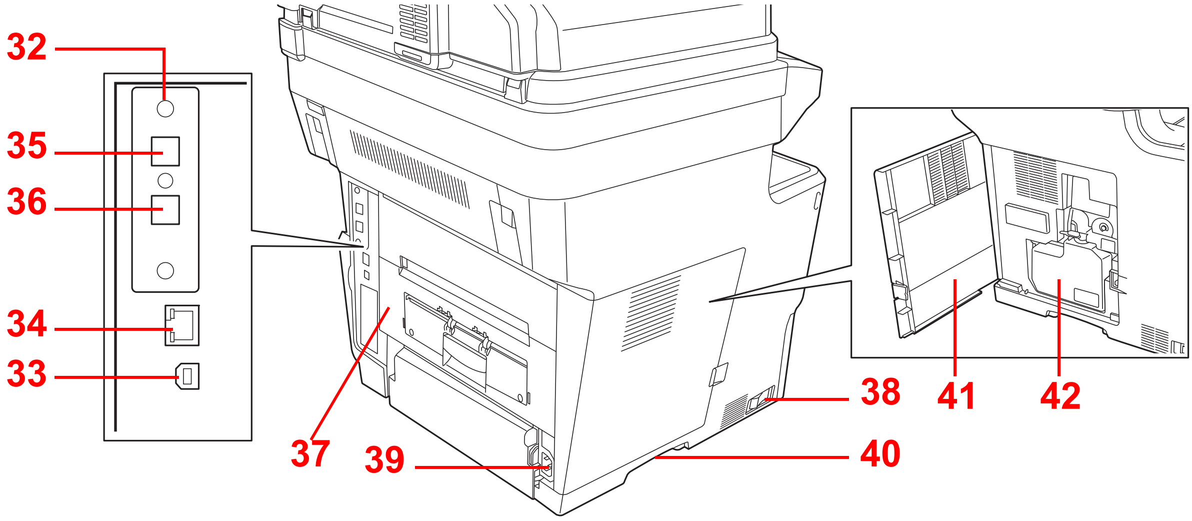
27 Original Width Guides

28 Original Table

29 Original Eject Table

30 Original Stopper

31 Document Processor Open/Close Handle



32 Option Interface Slot

33 USB Interface Connector

34 Network Interface Connector/Indicators

35 LINE Connector *

36 TEL Connector *

37 Rear Cover

38 Main Power Switch

39 Power Cord Connector

40 Handholds

41 Left Cover

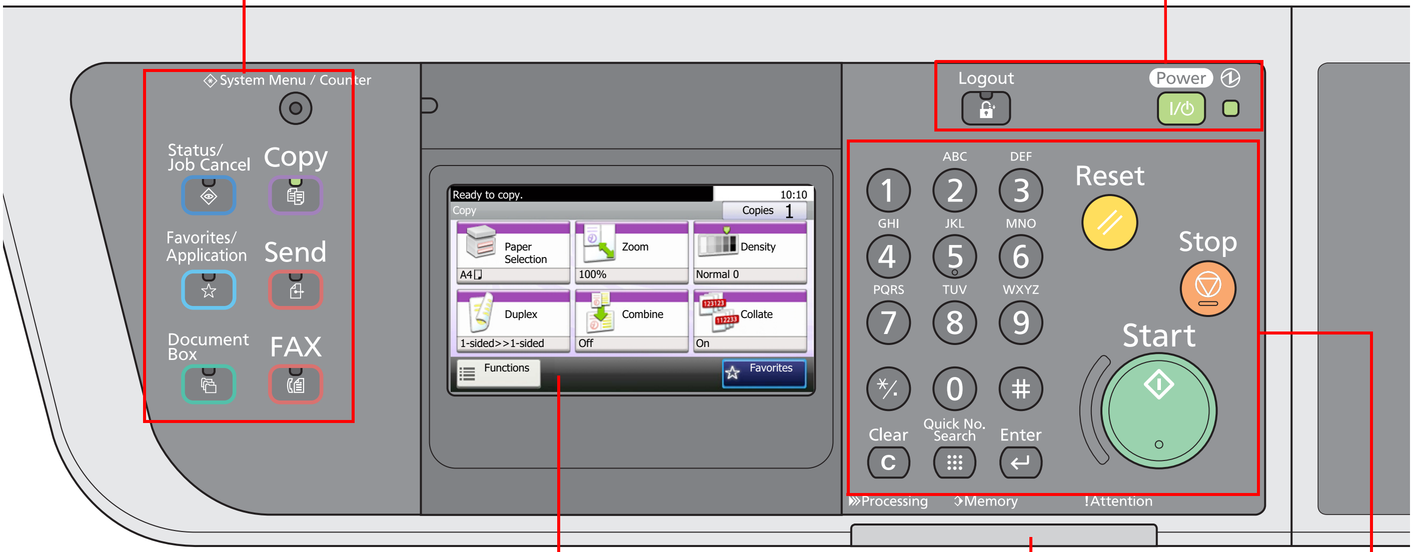
42 Waste Toner Box

* Only on products with the fax function installed.

Operation Panel

System Menu / Counter	Displays the System Menu/Counter screen.		
Status/ Job Cancel	Displays the Status/Job Cancel screen.	Copy	Displays the Copy screen.
Favorites/ Application	Displays the Favorites screen. When using an application, displays the application screen.	Send	Displays the screen for sending.
Document Box	Displays the Document Box screen.	FAX	Displays the FAX screen.

Logout	Ends operation (logs out) on the Administration screen.
Power I/⏻	Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.
⏻ 🟩	Lit when the machine's main power is on.


System Menu / Counter
Status/ Job Cancel
Copy
Favorites/ Application
Send
Document Box
FAX
Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
Logout
Power
I/⏻
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
*/.
0
#
Clear
C
Quick No. Search
Enter
Reset
Stop
Start
Processing
Memory
!Attention

Touch panel. Displays buttons for configuring machine settings.

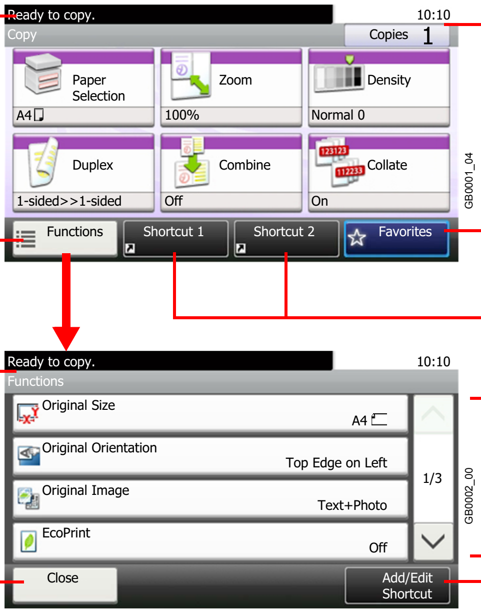
Processing: Blinks while printing or sending.

Memory: Blinks while the machine is accessing the fax memory or USB memory (generalpurpose item).

Attention: Lights or blinks when an error occurs and a job is stopped.

1 2 ABC 3 DEF 4 GHI 5 JKL 6 MNO 7 PQRS 8 TUV 9 WXYZ */. 0 #	Numeric keys. Enter numbers and symbols.	Clear C	Clears entered numbers and characters.	Reset	Returns settings to their default states.
		Quick No. Search	Specifies registered information such as address numbers and user IDs by number.	Stop	Cancels or pauses the printing job in progress.
		Enter ↵	Finalizes numeric key entry, and finalizes screen during setting of functions. Operates linked with the on-screen [OK].	Start	Starts copying and scanning operations and processing for setting operations.

Touch Panel


GB0001_04
Copy
Copies 1
Functions
Shortcut 1
Shortcut 2
Favorites
GB0002_00
Functions
1/3
Close
Add/Edit Shortcut

Ready to copy.

10:10

Paper Selection: A4

Zoom: 100%

Density: Normal 0

Duplex: 1-sided>>1-sided

Combine: Off

Collate: On

Original Size: A4

Original Orientation: Top Edge on Left

Original Image: Text+Photo

EcoPrint: Off

Displays the status of the equipment as well as necessary operation messages.

Displays available functions.

Configures more advanced function settings.

Displays the time and number of copies.

Displays Favorites.

Displays shortcuts.

Displays the status of the equipment as well as necessary operation messages.

Displays available functions and settings.

Return to the previous screen.

Scrolls up and down when the list of values cannot be displayed in its entirety on a single screen.

Registers functions as shortcuts.

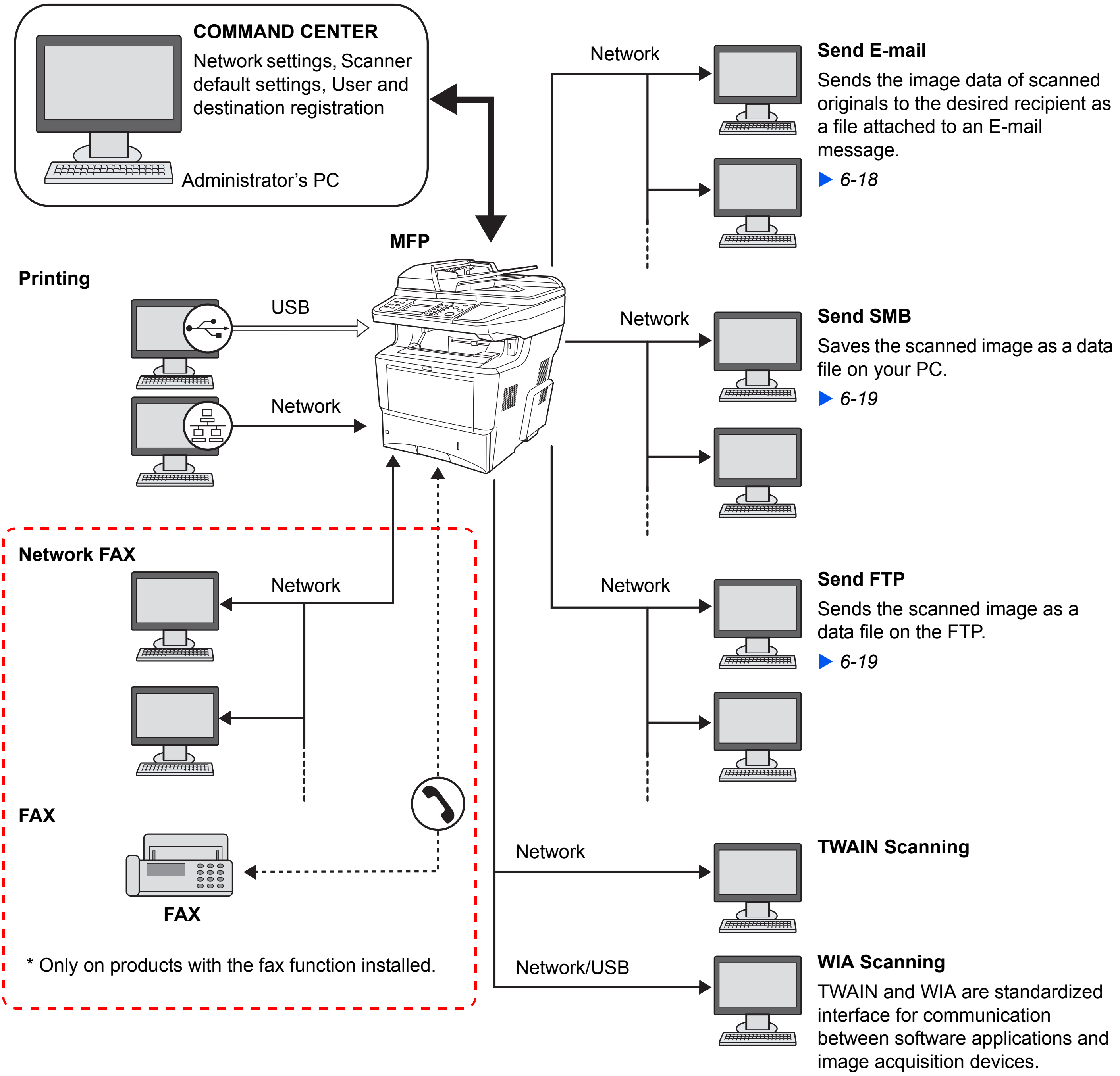
Determining the Connection Method and Preparing Cables

Check the method to connect the equipment to a PC or network, and prepare the necessary cables for your environment.

Connection Example

Determine the method to connect the equipment to a PC or network by referring to the illustration below.

Connecting a scanner to your PC network with a network cable (1000BASE-T, 100BASE-TX or 10BASE-T)


COMMAND CENTER
Administrator's PC
MFP
Printing
USB
Network
Network FAX
Network
FAX
FAX
Network
Send E-mail
Network
Send SMB
Network
Send FTP
Network
TWAIN Scanning
Network/USB
WIA Scanning

COMMAND CENTER

Network settings, Scanner default settings, User and destination registration

Send E-mail

Sends the image data of scanned originals to the desired recipient as a file attached to an E-mail message.

▶ *6-18*

Send SMB

Saves the scanned image as a data file on your PC.

▶ *6-19*

Send FTP

Sends the scanned image as a data file on the FTP.

▶ *6-19*

TWAIN Scanning

WIA Scanning

TWAIN and WIA are standardized interface for communication between software applications and image acquisition devices.

* Only on products with the fax function installed.

Preparing Necessary Cables

Prepare the necessary cables according to the interface you use.

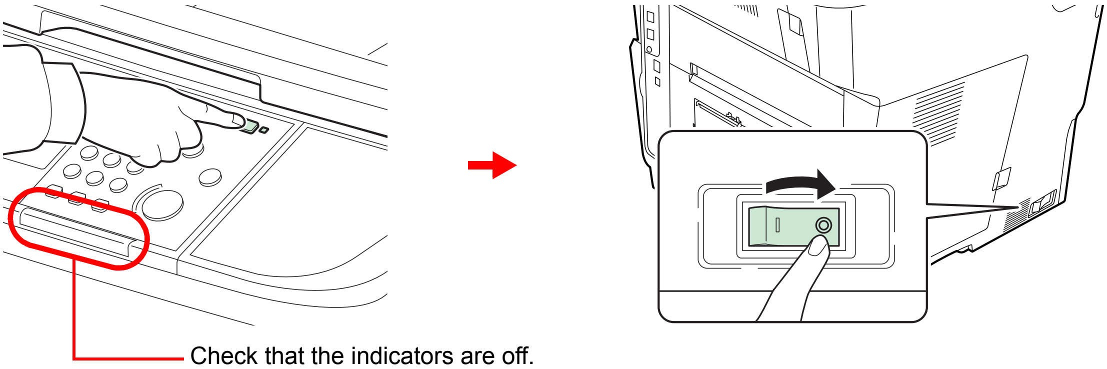
Connection Environment	Function	Necessary Cable
Connect a LAN cable to the machine.	• Printer • Scanner (Send E-mail/Send SMB/Send FTP) • Scanner (TWAIN/WIA)	LAN (10Base-T, 100Base-TX, or 1000BASE-T Shielded)
Connect a USB cable to the machine.	• Printer • Scanner (WIA)	USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded)

Connecting Cables

Connecting LAN Cable

The equipment can be connected with a network cable and used as a network printer or network scanner.

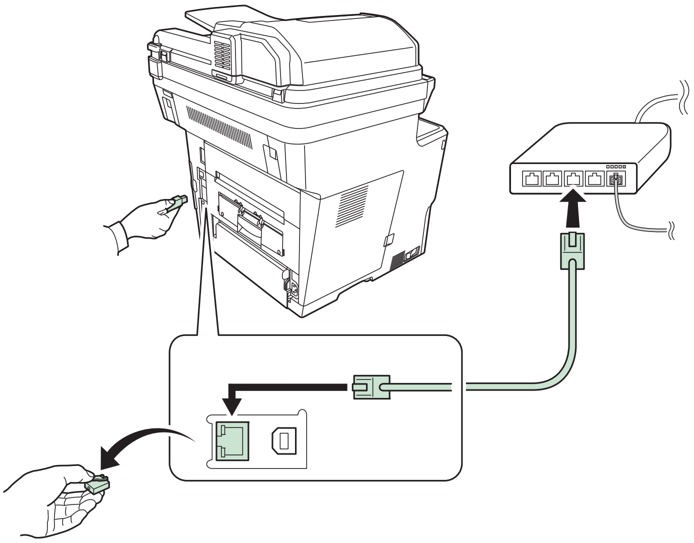
1 **Power Off.**



Check that the indicators are off.

2 **Connect the machine.**

1 Connect the LAN cable to the network interface located on right side of the body.



2 Connect the other end of the cable to the hub.

3 **Set up the machine.**

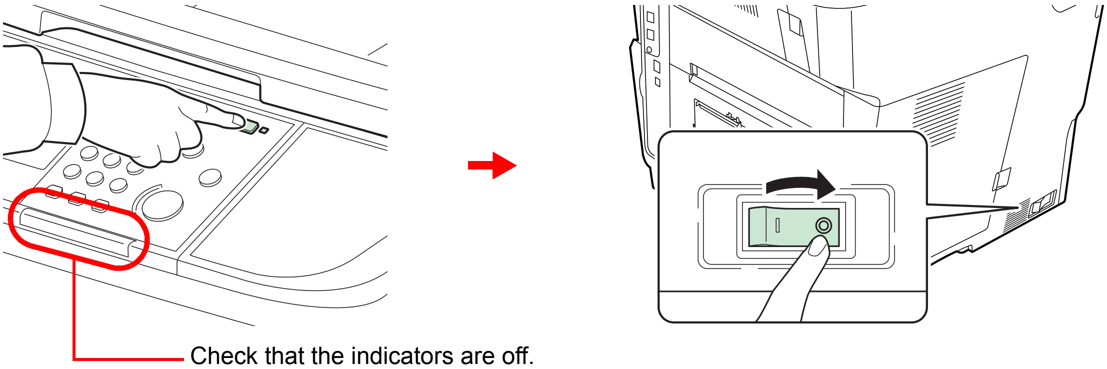
Configure the network settings.

For details, refer to *Machine Setup Wizard on page 2-20*.

Connecting USB Cable

The equipment can be connected with a USB cable and used as a printer or scanner in an environment where there is no network.

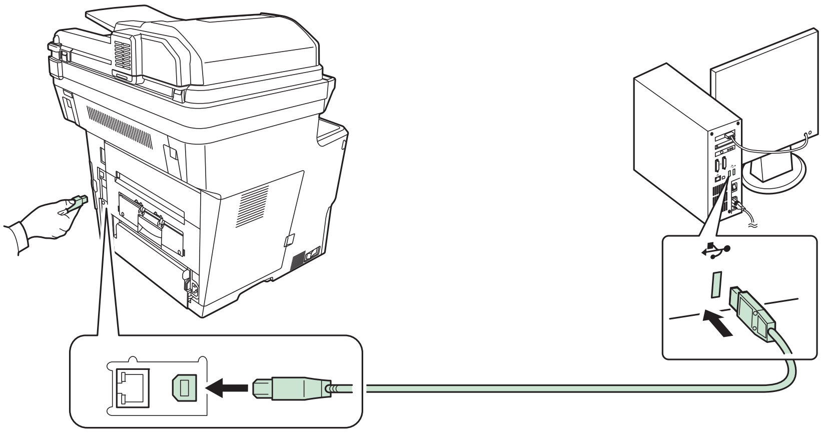
1 **Power Off.**



Check that the indicators are off.

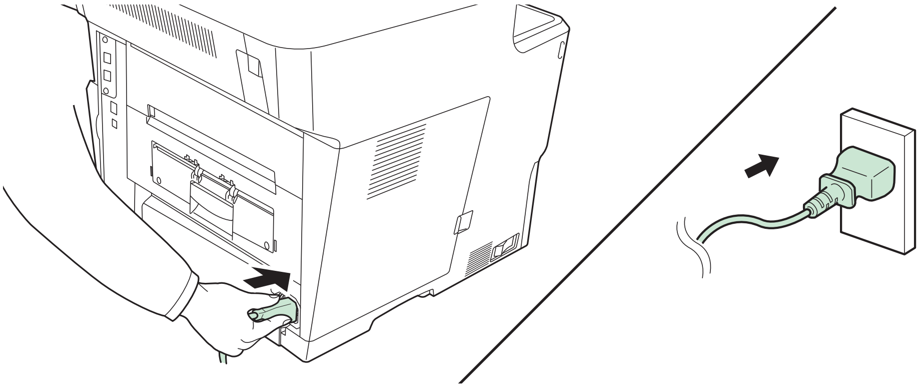
2 **Connect the machine.**

1 Connect the USB cable to the appropriate interface located on the right side of the body.



2 Connect the other end of the cable to the PC.

Connecting the Power Cable



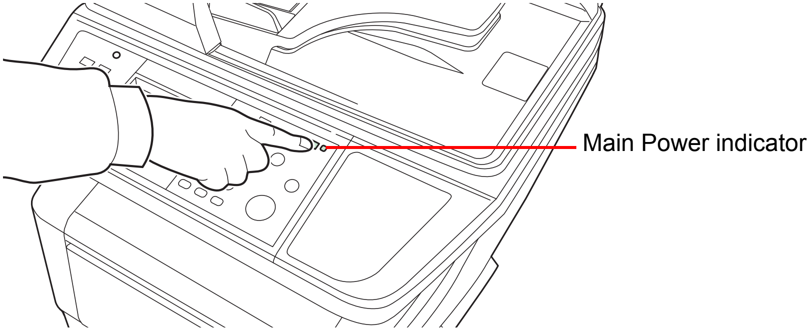
Connect one end of the supplied power cable to the machine and the other end to a power outlet.

IMPORTANT
Only use the power cable that comes with the machine.

Power On/Off

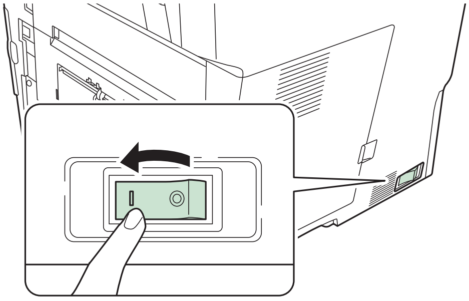
Power On

When the main power indicator is lit... (Recovery from sleep)



Press the **Power** key.

When the main power indicator is off...

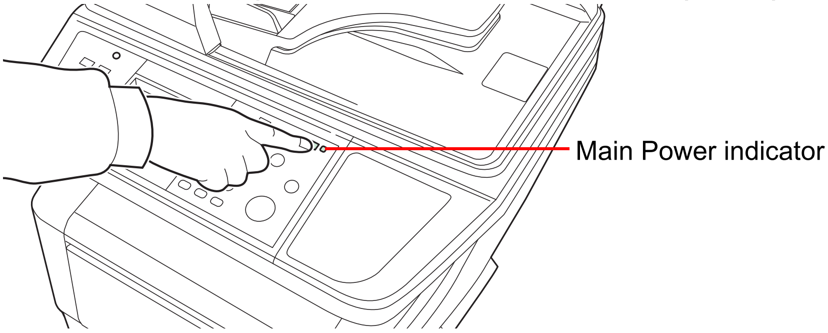


Turn the main power switch on.

IMPORTANT
When turning off the main power switch, do not turn on the main power switch again immediately. Wait more than 5 seconds, and then turn on the main power switch.

Power Off

When not turning off the main power switch (sleep)

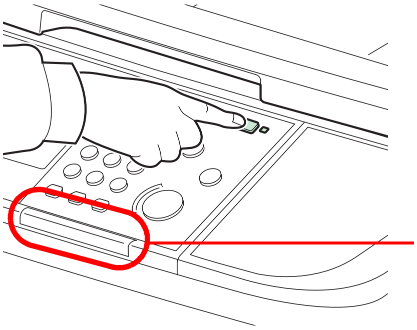


Press the **Power** key. The **Power** key light will go out, and the Main Power indicator will light up.

When turning off the main power switch

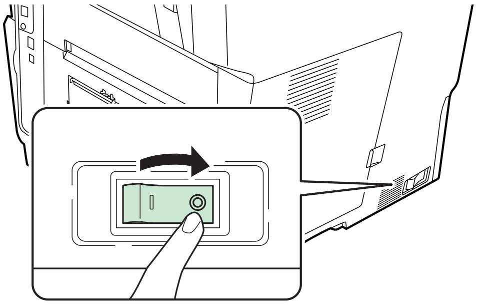
Note that when the main power switch is turned off, the machine will be unable to automatically receive print data from computers or faxes.

1 Press the Power key.



Verify that the **Power** key light has gone out and that the Main Power indicator is lit up.

2 Turn the main power switch off.



NOTE
When the **Processing** indicator or **Memory** indicator is lit up, the machine is operating. Turning off the main power switch while the machine is operating may cause it to malfunction.

In case of not using the machine for an extended period of time

CAUTION

If this machine will be left unused for an extended period (e.g. overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution. If using the products equipped with the fax function, note that turning the machine off at the main power switch disables fax transmission and reception.

IMPORTANT
Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

Installing Software

Install appropriate software on your PC from the included Product Library DVD (Product Library) if you want to use the printer function of this machine or perform TWAIN / WIA transmission or Network FAX transmission from your PC.

NOTE

Installation on Windows must be done by a user logged on with administrator privileges.

Plug and Play is disabled on this device when in Sleep. Wake the device from Sleep before continuing. Refer to *Sleep and Auto Sleep on page 2-19*.

Fax functionality can only be used on products equipped with fax capability.

WIA driver cannot be installed on Windows XP.

Installing Printer Driver

Ensure the machine is plugged in and connected to the PC before installing the printer driver from the DVD.

Installing Printer Driver in Windows

If you are connecting this machine to a Windows PC, follow the next steps to install the printer driver. The example shows you how to connect your machine to a Windows 7 PC.

NOTE

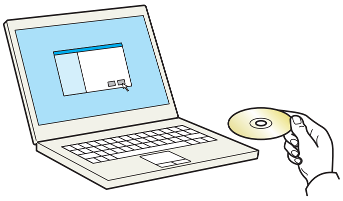
If the **Welcome to the Found New Hardware Wizard** dialog box displays, select **Cancel**.

If the autorun screen is displayed, click **Run Setup.exe**.

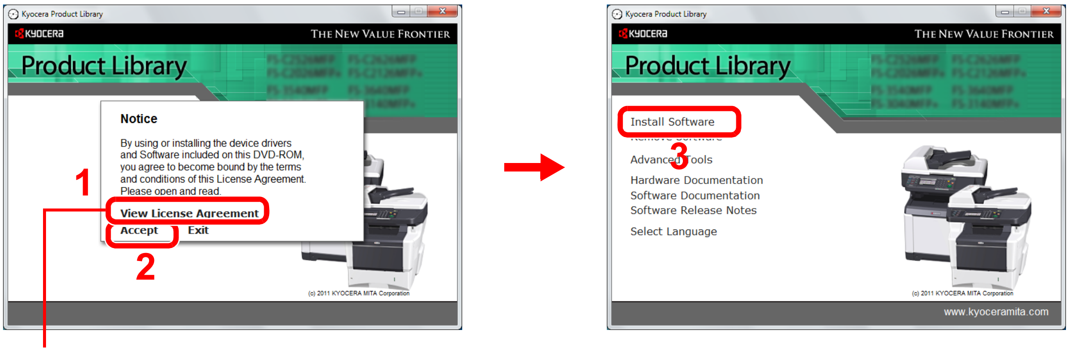
If the user account management window appears, click **Allow**.

You can use either Express Mode or Custom Mode to install the software. Express Mode automatically detects connected machines and installs the required software. Use Custom Mode if you want to specify the printer port and select the software to be installed. For details, refer to Custom Installation in the *Printer Driver Operation Guide* on the DVD.

1 **Insert the DVD.**



2 **Display the screen.**



Notice

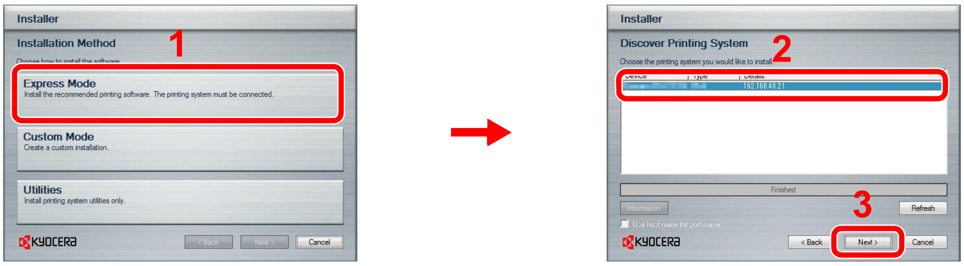
By using or installing the device drivers and Software included on this DVD-ROM, you agree to become bound by the terms and conditions of this License Agreement. Please open and read.

Kyocera Product Library
KYOCERA
THE NEW VALUE FRONTIER
Product Library
1
View License Agreement
Accept
Exit
2
(c) 2011 KYOCERA MITA Corporation
Kyocera Product Library
KYOCERA
THE NEW VALUE FRONTIER
Product Library
Install Software
3
Advanced Tools
Hardware Documentation
Software Documentation
Software Release Notes
Select Language
(c) 2011 KYOCERA MITA Corporation
www.kyoceramita.com

Click **View License Agreement** and read the License Agreement.

3 Install using Express Mode.

1 Select the print system to be installed.


Installer
Installation Method
1
Choose how to install the software.
Express Mode
Custom Mode
Utilities
KYOCERA
< Back
Next >
Cancel
Installer
Discover Printing System
2
Device
Type
Details
192.168.48.21
Finished
Information
3
Refresh
Use host name for port name
KYOCERA
< Back
Next >
Cancel

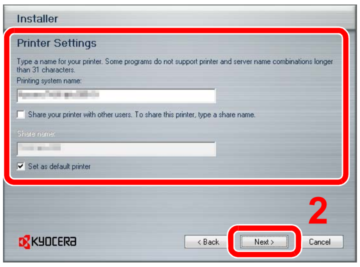
Install the recommended printing software. The printing system must be connected.

Create a custom installation.

Install printing system utilities only.

Choose the printing system you would like to install.

2 Customize the print system name if the print system is connected via a network.

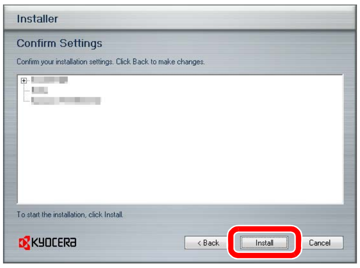

Installer
Printer Settings
1
Printing system name:
Share name:
2
KYOCERA
< Back
Next >
Cancel

Type a name for your printer. Some programs do not support printer and server name combinations longer than 31 characters.

☐ Share your printer with other users. To share this printer, type a share name.

☑ Set as default printer

3 Start installing.


Installer
Confirm Settings
KYOCERA
< Back
Install
Cancel

Confirm your installation settings. Click Back to make changes.

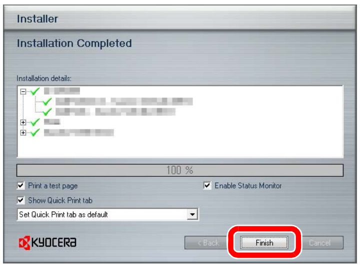
To start the installation, click Install.

NOTE

The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable and that it is turned on and click **Reload**.

If the Windows security window appears, click **Install this driver software anyway**.

4 Finish the installation.


Installer
Installation Completed
Installation details:
100 %
KYOCERA
< Back
Finish
Cancel

☑ Print a test page

☑ Enable Status Monitor

☑ Show Quick Print tab

Set Quick Print tab as default

This completes the printer driver installation procedure. Follow the on-screen instructions to restart the system, if required.

You can install the WIA driver using Custom Mode if the machine and computer are connected via a network.

The TWAIN driver can be installed if the machine and computer are connected via a network.

If you are installing the TWAIN driver or WIA driver, continue by configuring the TWAIN driver (*2-17*) or WIA driver (*2-18*).

Installing Printer Driver in Macintosh

The machine's printer functionality can be used by a Macintosh computer.

NOTE

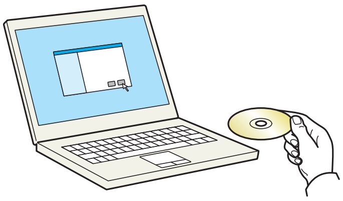
When printing from a Macintosh computer, set the machine’s emulation to “KPDL” or “KPDL(Auto)”. For details about the configuration method, refer to *Printer on page 9-16*.

If connecting by Bonjour, enable Bonjour in the machine's network settings. For details, refer to *Network on page 9-17*.

In the Authenticate screen, enter the name and password used to log in to the operating system.

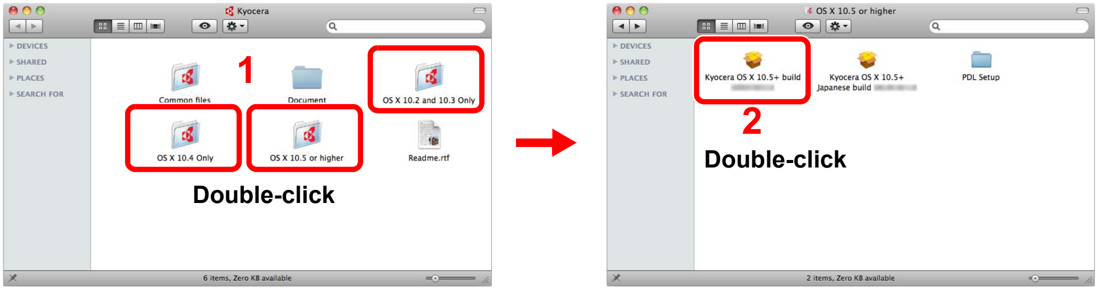
AppleTalk icon is not displayed on Mac OS X 10.6.

1 Insert the DVD.



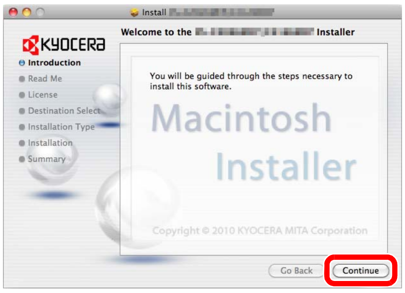
Double-click the DVD icon.

2 Display the screen.


Kyocera
DEVICES
SHARED
PLACES
SEARCH FOR
1
Common files
Document
OS X 10.2 and 10.3 Only
OS X 10.4 Only
OS X 10.5 or higher
Readme.rtf
Double-click
6 items, Zero KB available
OS X 10.5 or higher
Kyocera OS X 10.5+ build
Kyocera OS X 10.5+ Japanese build
PDL Setup
2
Double-click
2 items, Zero KB available

Double-click either **OS X 10.2 and 10.3 Only**, **OS X 10.4 Only** or **OS X 10.5 or higher** depending on your Mac OS version.

3 Install Printer Driver.


Install [redacted]
KYOCERA
Introduction
Read Me
License
Destination Select
Installation Type
Installation
Summary
Macintosh
Installer
Go Back
Continue

Welcome to the [redacted] Installer

You will be guided through the steps necessary to install this software.

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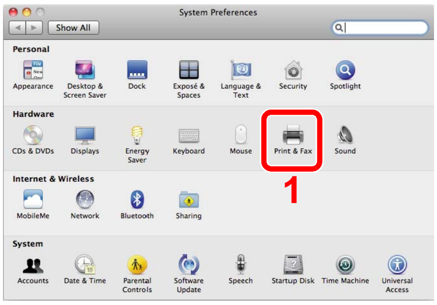
Install the printer driver as directed by the instructions in the installation software.

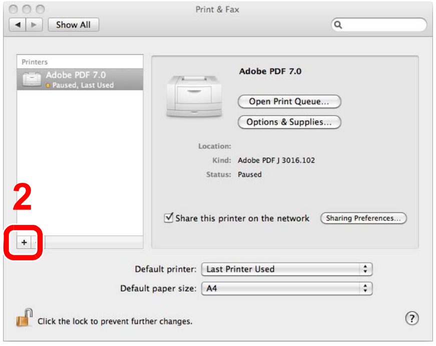
This completes the printer driver installation.

Next, specify the print settings. If an IP or AppleTalk connection is used, the settings below are required. If a USB connection is used, the machine is automatically recognized and connected.

4 Configure the printer.

1 Display the window.


System Preferences
Show All
Personal
Appearance
Desktop & Screen Saver
Dock
Exposé & Spaces
Language & Text
Security
Spotlight
Hardware
CDs & DVDs
Displays
Energy Saver
Keyboard
Mouse
Print & Fax
Sound
1
Internet & Wireless
MobileMe
Network
Bluetooth
Sharing
System
Accounts
Date & Time
Parental Controls
Software Update
Speech
Startup Disk
Time Machine
Universal Access


Print & Fax
Show All
Printers
Adobe PDF 7.0
Paused, Last Used
2
+
Open Print Queue...
Options & Supplies...
Sharing Preferences...
Click the lock to prevent further changes.

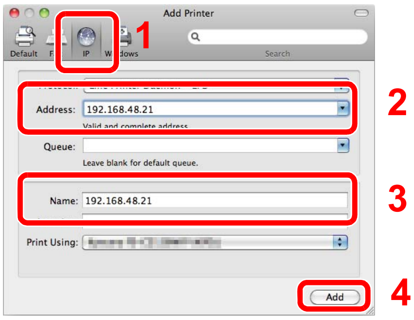
Adobe PDF 7.0

Location:
Kind: Adobe PDF J 3016.102
Status: Paused

☑ Share this printer on the network

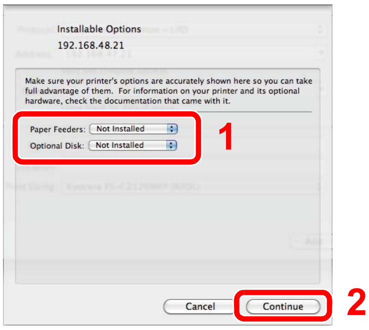
Default printer: Last Printer Used
Default paper size: A4

2 Click the **IP** icon for an IP connection or the **AppleTalk** icon for an AppleTalk connection and then enter the IP address and printer name.


Add Printer
Default
IP
Windows
Search
1
2
3
4
Add

Address: 192.168.48.21
Valid and complete address.
Queue:
Leave blank for default queue.
Name: 192.168.48.21
Print Using:

3 Select the options available for the machine and click **Continue**.

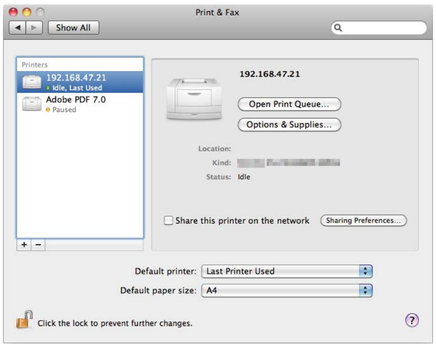

1
2
Cancel
Continue

Installable Options
192.168.48.21

Make sure your printer's options are accurately shown here so you can take full advantage of them. For information on your printer and its optional hardware, check the documentation that came with it.

Paper Feeders: Not Installed
Optional Disk: Not Installed

4 The selected machine is added.


Print & Fax
Show All
Printers
192.168.47.21
Idle, Last Used
Adobe PDF 7.0
Paused
+ −
Open Print Queue...
Options & Supplies...
Sharing Preferences...
Click the lock to prevent further changes.

192.168.47.21

Location:
Kind:
Status: Idle

☐ Share this printer on the network

Default printer: Last Printer Used
Default paper size: A4

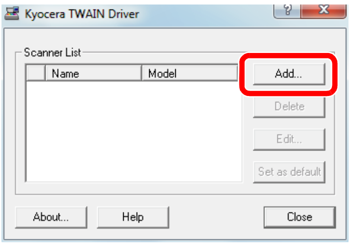
Setting TWAIN Driver

Register this machine to the TWAIN Driver.

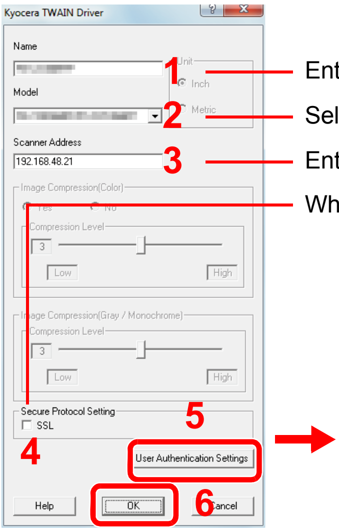
1 Display the screen.

1 Select **Start** button of the Windows display, **All Programs**, **Kyocera** and then **TWAIN Driver Setting**.

2 Click **Add**.


Kyocera TWAIN Driver
Scanner List
Name
Model
Add...
Delete
Edit...
Set as default
About...
Help
Close

2 Configure TWAIN Driver.


Kyocera TWAIN Driver
Name
Unit
Inch
Metric
Model
Scanner Address
Image Compression(Color)
Yes
No
Compression Level
Low
High
Image Compression(Gray / Monochrome)
Secure Protocol Setting
SSL
User Authentication Settings
Help
OK
Cancel
1
2
3
4
5
6

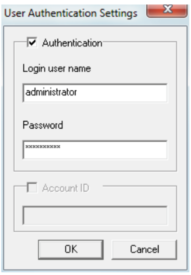
Scanner Address: 192.168.48.21

1 Enter the machine name.

2 Select this machine from the list.

3 Enter the machine's IP address or host name.

4 When using SSL, select the checkbox beside **SSL**.


User Authentication Settings
Authentication
Login user name
Password
Account ID
OK
Cancel

☑ Authentication

Login user name: administrator

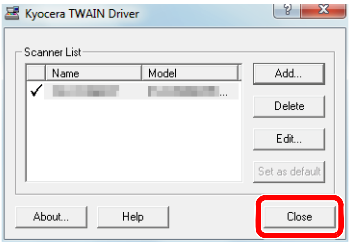
When user login administration is enabled, select the checkbox beside **Authentication**, and enter Login User Name (up to 64 characters) and Password (up to 64 characters).

When job accounting is enabled, select the checkbox beside **Account ID**, and enter the account ID as many as eight digits.

NOTE

When the machine's IP address is unknown, contact Administrator.

3 Finish registering.


Kyocera TWAIN Driver
Scanner List
Name
Model
Add...
Delete
Edit...
Set as default
About...
Help
Close

NOTE

Click **Delete** to delete the added machine. Click **Edit** to change names.

Setting WIA Driver

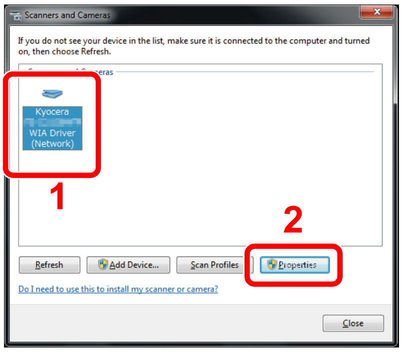
Register this machine to the WIA Driver. Instructions are based on interface elements as they appear in Windows 7.

NOTE
The following is not necessary to register when using the machine possesses an IP address or host name that you have specified during installation of WIA Driver.

1 Display the screen.

1 Click the Windows **Start** button and enter **Scanner** in **Program and File Search**. Click **View scanners and cameras** in the search list.

2 Select the same name as this machine from WIA Drivers, and press the **Properties**.

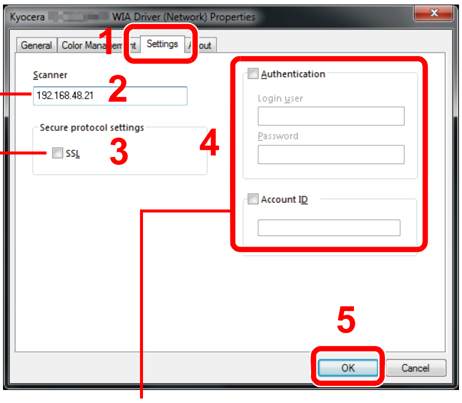


Scanners and Cameras

If you do not see your device in the list, make sure it is connected to the computer and turned on, then choose Refresh.

Kyocera [redacted] WIA Driver (Network)
1
2
Refresh
Add Device...
Scan Profiles
Properties
Do I need to use this to install my scanner or camera?
Close

2 Configure WIA Driver.



Kyocera [redacted] WIA Driver (Network) Properties

Scanner: 192.168.48.21

General
Color Management
Settings
About
Secure protocol settings
☐ SSL
☐ Authentication
Login user
Password
☐ Account ID
OK
Cancel
1
2
3
4
5

Enter the machine name.

When using SSL, select the checkbox beside **SSL**.

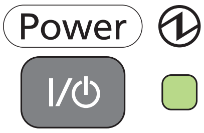
When user login administration is enabled, select the checkbox beside **Authentication**, and enter Login User Name (up to 64 characters) and Password (up to 64 characters).

When job accounting is enabled, select the checkbox beside **Account ID**, and enter the account ID as many as eight digits.

NOTE
Enter the scanner address when the device and computer are connected via a network.

Energy Saver function

Sleep and Auto Sleep



To enter Sleep, press the **Power** key. Touch panel and all indicators on the operation panel will go out to save a maximum amount of power except the Main Power indicator. This status is referred to as Sleep.

If print data is received during Sleep, the touch panel lights up and printing starts.

If you are using the products equipped with the fax function, received data is printed out while the operation panel remains unlit.

To resume, press the **Power** key. The machine will be ready to use within 15 seconds.

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

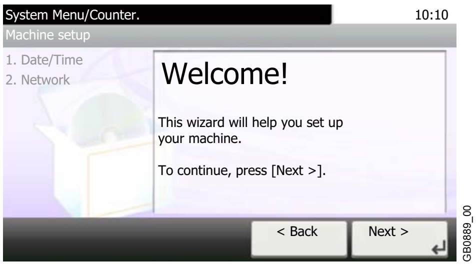
Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time. The default preset time is 1 minute.

For more information about configuring settings, refer to *Sleep Timer on page 9-22*.

Machine Setup Wizard

The Machine Setup Wizard is launched when the equipment is turned on for the first time after being installed.


System Menu/Counter.
10:10
Machine setup
1. Date/Time
2. Network
< Back
Next >
GB0889_00

Welcome!

This wizard will help you set up your machine.

To continue, press [Next >].

Following the instructions on the screen to configure the following settings:

Date/Time settings	Time Zone
	Summer Time
	Date
	Time
Network settings	Obtain IP Address
	IP Address
	Subnet Mask
	Default Gateway

For details about settings, refer to the help information displayed on the touch panel. To make changes after this initial configuration, refer to *Date/Timer on page 9-22* and *System on page 9-17*.

COMMAND CENTER (Settings for E-mail)

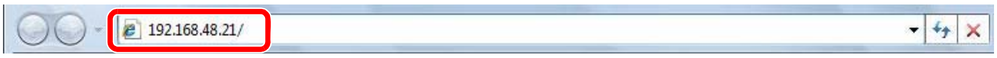
COMMAND CENTER is a tool used for tasks such as verifying the operating status of the machine and changing the settings for security, network printing, E-mail transmission and advanced networking.

> **NOTE**
> Here, information on the FAX settings has been omitted. For more information on using the FAX, refer to the *FAX Operation Guide*.
>
> FAX functions are available only on products with the fax function installed.

1 Display the screen.

1. Launch your Web browser.
2. In the Address or Location bar, enter the machine's IP address.

E.g.) http://192.168.48.21/



192.168.48.21/

The web page displays basic information about the machine and COMMAND CENTER as well as their current status.

2 Configure the function.

Select a category from the navigation bar on the left of the screen. The values for each category must be set separately.

If restrictions have been set for COMMAND CENTER, enter a password to access pages other than the startup page. The default password is "admin00". The password can be changed.

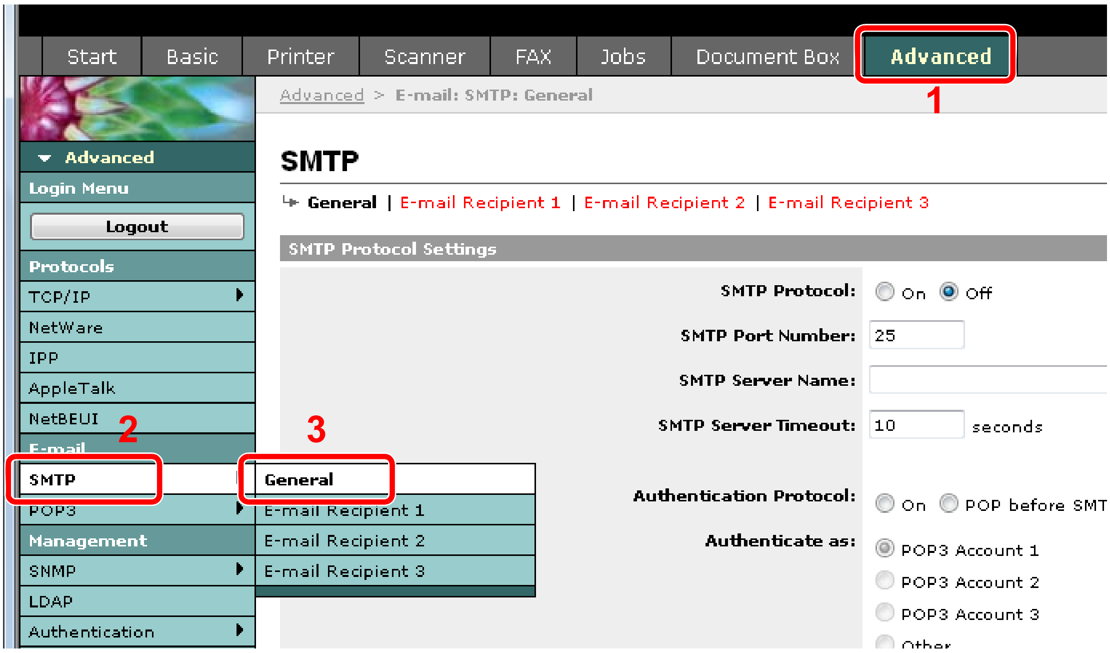
For details, refer to the *KYOCERA COMMAND CENTER Operation Guide*.

Sending E-mail

Specifying the SMTP settings allows you to send images loaded onto this machine as E-mail attachments.
To use this function, this machine must be connected to a mail server using the SMTP protocol.
Before sending images loaded onto this machine as E-mail attachments, check the following:

- The network environment used to connect this machine to the mail server: A full-time connection via a LAN is recommended.
- SMTP Settings: Use COMMAND CENTER to register the IP address or host name of the SMTP server.
- If limits have been set on the size of E-mail messages, it may not be possible to send very large E-mails.

1 Display the screen.


Start
Basic
Printer
Scanner
FAX
Jobs
Document Box
Advanced
1
Advanced > E-mail: SMTP: General
Advanced
Login Menu
Logout
Protocols
TCP/IP
NetWare
IPP
AppleTalk
NetBEUI
E-mail
SMTP
POP3
Management
SNMP
LDAP
Authentication
2
3
General
E-mail Recipient 1
E-mail Recipient 2
E-mail Recipient 3
SMTP
General | E-mail Recipient 1 | E-mail Recipient 2 | E-mail Recipient 3
SMTP Protocol Settings

SMTP Protocol: ○ On ● Off

SMTP Port Number: 25

SMTP Server Name:

SMTP Server Timeout: 10 seconds

Authentication Protocol: ○ On ○ POP before SMT

Authenticate as: ● POP3 Account 1 ○ POP3 Account 2 ○ POP3 Account 3 ○ Other

2 Configure the function.

Enter the correct settings in each field.

Item	Description
SMTP Protocol	Enables or disables SMTP protocol. To use E-mail, this protocol must be enabled.
SMTP Port Number	Set the SMTP Port Number or use the SMTP default port 25.
SMTP Server Name	Enter the SMTP server IP address or its name. The maximum length of the SMTP server name and IP address is 64 characters. If entering the name, a DNS server address must also be configured. The DNS server address may be entered on the TCP/IP General tab.
SMTP Server Timeout	Set the amount of time to wait before time-out in seconds.
Authentication Protocol	Enables or disables the SMTP authentication protocol or sets POP before SMTP as the protocol. The SMTP authentication supports Microsoft Exchange 2000.
Authenticate as	Authentication can be set from three POP3 accounts or you can choose a different account.
Login User Name	When Other is selected for Authenticate, the login user name set here will be used for SMTP authentication. The maximum length of the login user name is 64 characters.

Item	Description
Login Password	When Other is selected for Authenticate, the password set here will be used for authentication. The maximum length of the login password is 64 characters.
POP before SMTP Timeout	Set the amount of time to wait before time-out in seconds when you have selected POP before SMTP as the Authentication Protocol.
Test	This will test if the SMTP connection can be successfully established.
E-mail Size Limit	Enter the maximum size of E-mail that can be sent in kilobytes. When the value is 0, no maximum size is set.
Sender Address	Enter the E-mail address of the person responsible for the machine, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 128 characters.
Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters.
Domain Restriction	Enter the domain names that can be permitted or rejected. The maximum length of the domain name is 32 characters. You can also specify E-mail addresses.

3 **Click [Submit].**

3 Common Operations

This chapter explains the following topics:

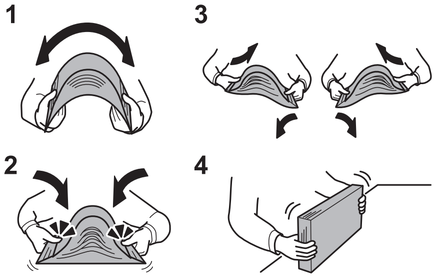
Loading Paper 3-2
  Before Loading Paper 3-2
  Loading Paper in the Cassettes 3-3
  Loading Paper in the Multi Purpose Tray 3-7
Loading Originals 3-12
  Placing Originals on the Platen 3-12
  Loading Originals in the Document Processor 3-13
Checking the Equipment's Serial Number 3-15
Checking the Counter 3-16
Login/Logout 3-17
Favorites 3-19
  Registering Favorites 3-19
  Editing and Deleting Favorites 3-23
  Using Favorites 3-25
Shortcuts 3-27
  Registering Shortcuts 3-27
  Editing and Deleting Shortcuts 3-29
  Using Shortcuts 3-30
Quick Setup Wizard 3-31
Help Screen 3-33
Canceling Jobs 3-34
Using Various Functions 3-35
  Original Size 3-37
  Original Orientation 3-38
  Duplex 3-39
  Continuous Scan 3-41
  Paper Selection 3-43
  Collate 3-44
  Density 3-45
  Scan Resolution 3-46
  Original Image 3-47
  Sharpness 3-48
  Background Density Adjust 3-49
  Zoom 3-50
  File Format 3-51
  Color Selection 3-53
  Job Finish Notice 3-54
  File Name Entry 3-56
  Priority Override 3-57

Loading Paper

Paper can be loaded standardly in the cassette and the multi purpose tray. A paper feeder is also available as an option (refer to *Optional Equipment on page 11-2*).

Before Loading Paper

When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.



1. Bend the whole set of sheets to swell them in the middle.
2. Hold the stack at both ends and stretch it while keeping the entire stack swelled.
3. Raise the right and left hands alternately to create a gap and feed air between the papers.
4. Finally, align the papers on a level, flat table.

If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.

IMPORTANT

If you copy onto used paper (paper already used for copying), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

NOTE

If printouts are curled, turn the stack in the cassette upside down.

If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to *Paper on page 11-10*.

Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the multi purpose tray or cassettes back in the paper storage bag.

If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

Loading Paper in the Cassettes

The standard cassette will each hold plain paper, recycled paper or color paper. The standard cassette holds up to 500 sheets of plain paper (80 g/m²).

The following paper sizes are supported: A4, A5, A6, B5, Legal, Letter, Other (Folio, Oficio II, Executive, Statement, 16K and Envelope C5).

NOTE

You should not use inkjet printer paper or any paper with a special surface coating. (Such paper may cause paper jams or other faults.)

When using media types other than plain paper (such as recycled or colored paper), always specify the media type setting. (Refer to *Media Type on page 9-7*) The cassettes can hold paper with weights up to 120 g/m².

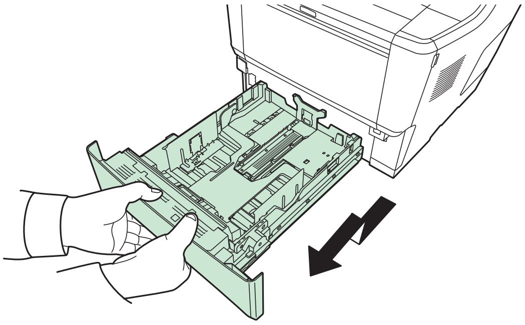
Do not load thick paper that is heavier than 120 g/m² in the cassettes. Use the multi purpose tray for paper that is heavier than 120 g/m².

If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

Statement and A6 can only be used in cassette 1.

1 Adjust the cassette size.

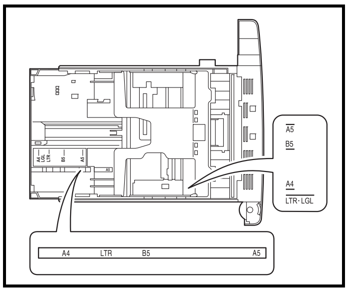
1

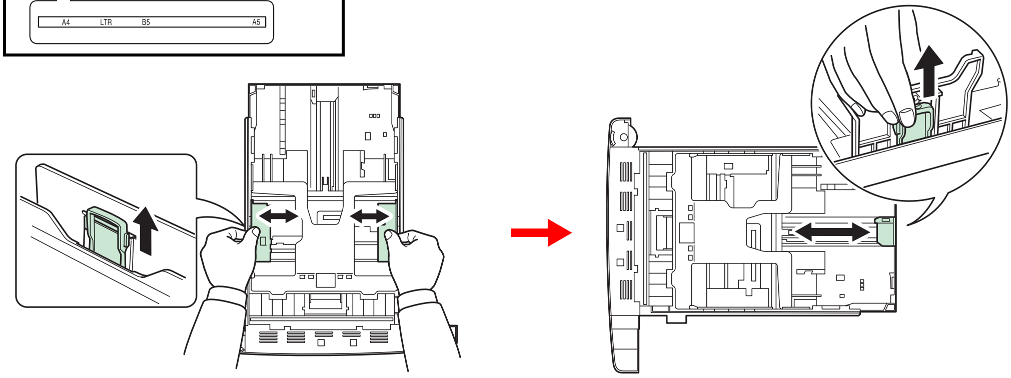


IMPORTANT

When pulling the cassette out of the machine, ensure it is supported and does not fall out.

2

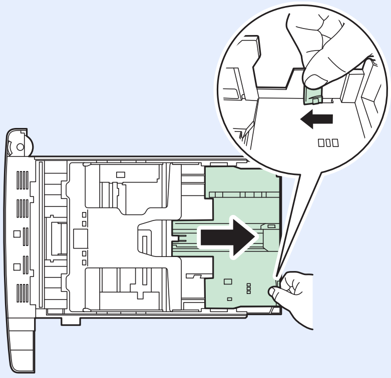




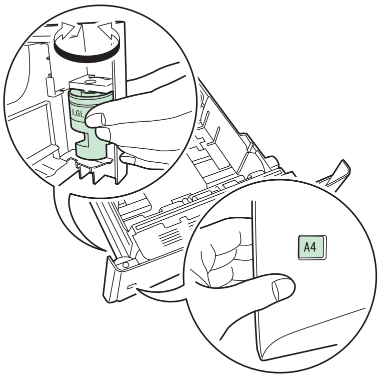
Adjust the cassette size to reflect the size of paper being loaded. Paper sizes are marked on the cassette.

NOTE

If you are going to set paper that is longer than A4, pull out the extension cassettes pushing the lock lever one by one and adjust them to the desired paper size.



2 Turn the paper size dial to the size of the paper.

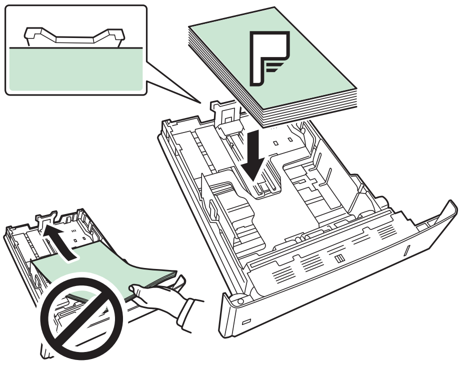


IMPORTANT

To use a paper size that does not appear on the size dial, set the size dial to "Other". The paper size must also be set from the operation panel. For details, see *Quick Setup Wizard on page 3-31*.

3 Load paper

1

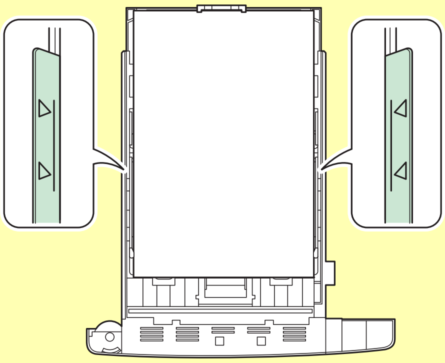


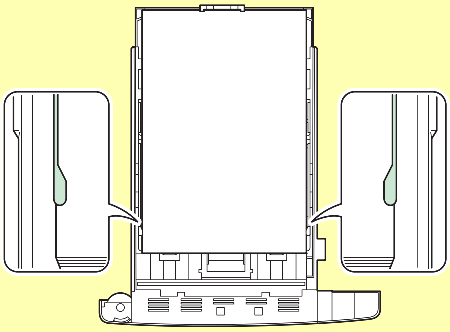
IMPORTANT

Load the paper with the print side facing down.

Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.

Do not load more paper than will fit under the load limits on the paper width guides. The cassette holds up to 500 sheets of A4 or smaller plain paper (80 g/m^2).



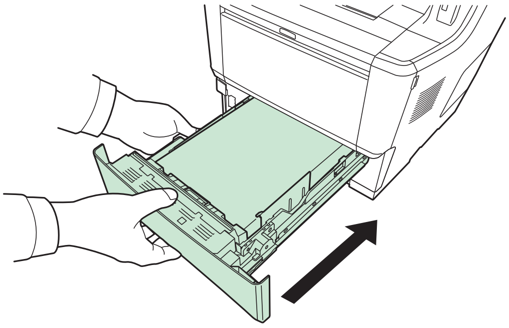


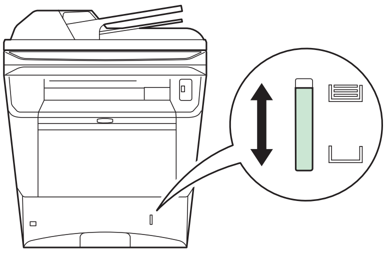
When loading the paper, keep the side that was closest the package seal facing up.

The paper length and width guides must be adjusted to the paper size. Loading the paper without adjusting these guides may cause skewed feeding and paper jams.

Be sure that the paper length and width guides rest securely against the paper. If there is a gap, readjust the guides to fit the paper.

2





There is a paper gauge on the right side of the front of the paper cassette to indicate the remaining paper supply. When paper is exhausted, the pointer will go down to the level of ⊔ (empty).

Loading Paper in the Multi Purpose Tray

The multi purpose tray will hold up to 100 sheets of A4 or smaller plain paper (80 g/m²) .

The multi purpose tray accepts paper sizes from A4 to A6 and Hagaki and from Legal to Statement, and 16K. Be sure to use the multi purpose tray when you print on any special paper.

IMPORTANT

When using media types other than plain paper (such as recycled or colored paper), always specify the media type setting. (Refer to *Quick Setup Wizard on page 3-31*.)

The capacity of the multi purpose tray is as follows.

- A4 or smaller plain paper (80 g/m²), recycled paper or color paper: 100 sheets
- Hagaki: 1 sheet
- OHP film: 1 sheet
- Envelope: 5 sheets

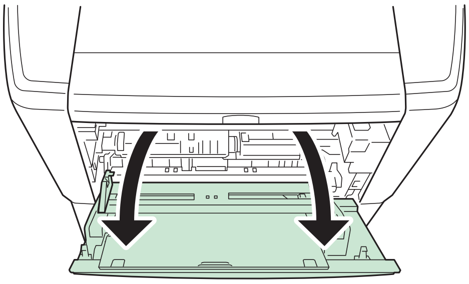
NOTE

When you load custom size paper, enter the paper size by referring to *Paper Size on page 9-8*.

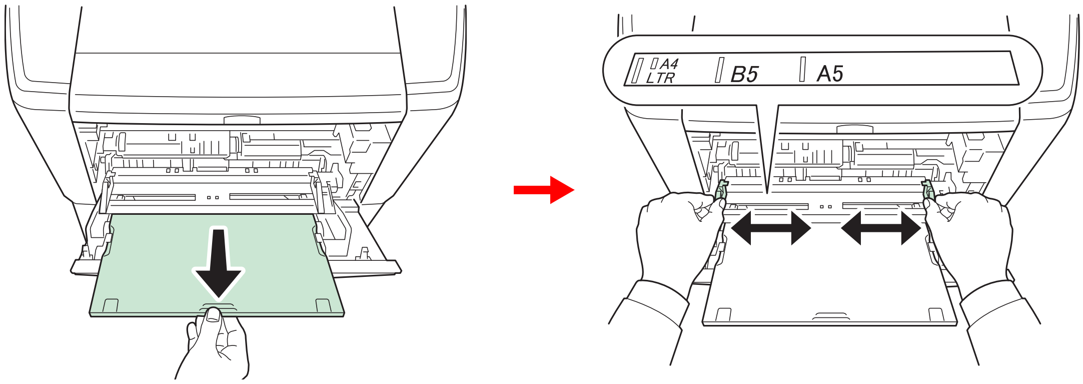
When you use special paper such as transparencies, select the media type by referring to *Media Type on page 9-8*.

1 Adjust the multi purpose tray size.

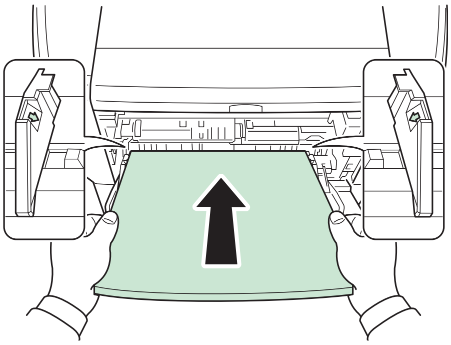
1



2



2 Load paper.



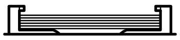
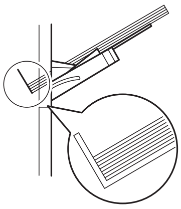
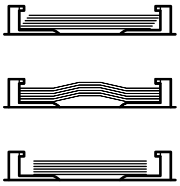
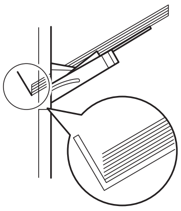
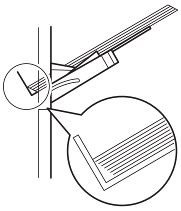
Insert the paper along the paper width guides into the tray until it stops.

IMPORTANT

Curled paper must be uncurled before use.

Do not load paper above the triangle mark located on the width guide.

If the paper is considerably curled in one direction, for example, if the paper is already printed on one side, try to roll the paper in the opposite direction to counteract the curl. Printed sheets will then come out flat.

○		
×		 

3 Specifying Paper Size and Media Type for the Multi Purpose Tray.

Refer to *Quick Setup Wizard on page 3-31*.

Loading Envelopes

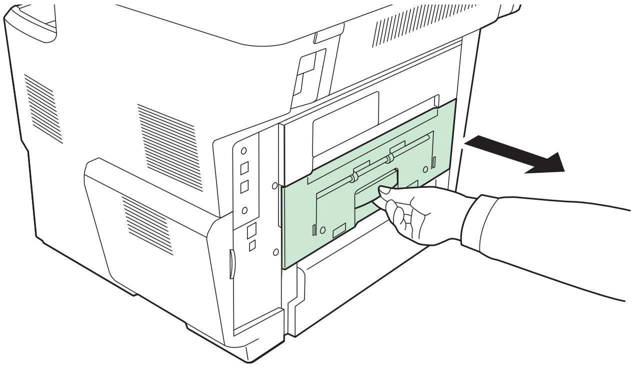
5 envelope may be loaded in the multi purpose tray.

Acceptable envelope sizes are as follows.

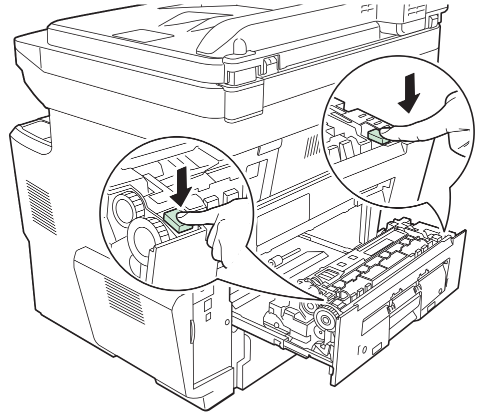
Acceptable Envelope	Size
Hagaki	148 × 100 (mm)
Oufuku Hagaki	148 × 200 (mm)
Youkei 2	162 × 114 (mm)
Youkei 4	235 × 105 (mm)
Monarch	3 7/8" × 7 1/2"
Envelope #10 (Commercial #10)	4 1/8" × 9 1/2"
Envelope DL	110 × 220 (mm)
Envelope C5	162 × 229 (mm)
Executive	7-1/4" × 10-1/2"
Envelope #9 (Commercial #9)	3-7/8" × 8-7/8"
Envelope #6 (Commercial #6 3/4)	3-5/8" × 6-1/2"
ISO B5	176 × 250 (mm)

To print on envelopes, press the envelope switch in the rear unit to change to envelope mode.

1 Open the rear cover.



2 Press the envelope switches (green).

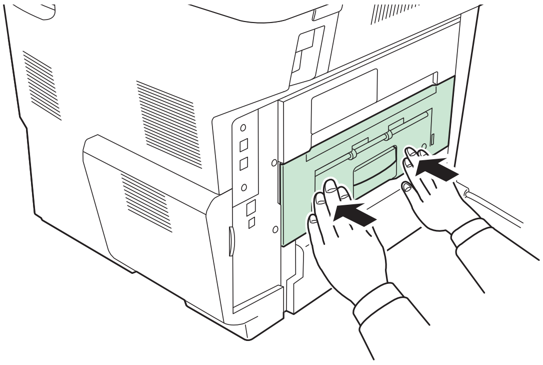


Press the two envelope switches (green) to change the paper feed mode to envelope mode.

CAUTION

The fuser unit inside the printer is hot. Do not touch it with your hands as it may result in burn injury.

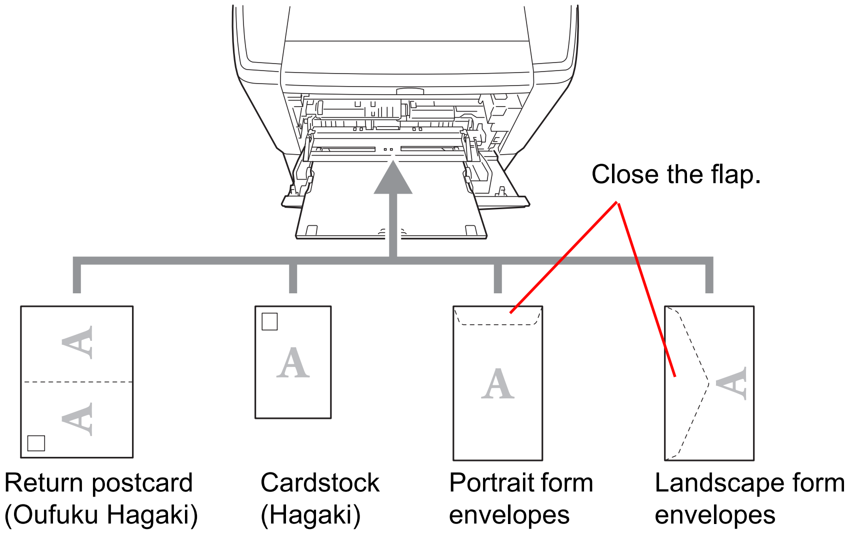
3 Close the rear cover.



NOTE

When printing on plain paper, press the two envelope switches (green) again to change the paper feed mode to plain paper mode.

When you load envelopes or cardstock in the multi purpose tray


Close the flap.
A
A
A
A
A
Return postcard (Oufuku Hagaki)
Cardstock (Hagaki)
Portrait form envelopes
Landscape form envelopes

Load envelope with the print side facing up.

IMPORTANT

Use unfolded return postcard (Oufukuhagaki).

How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

When you load envelopes in the multi purpose tray, select the envelope type by referring to *Multi Purpose Tray on page 9-8*

Loading Originals

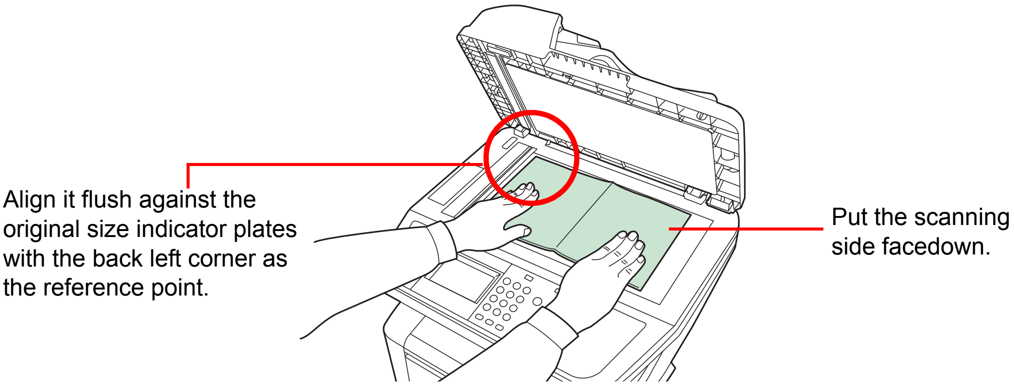
Placing Originals on the Platen

You may place books or magazines on the platen in addition to ordinary sheet originals.

NOTE

Before opening the document processor, be sure that there are no originals left on the original table or on the original eject table. Originals left on the original table or on the original eject table may fall off when the document processor is opened.

Shadows may be produced around the edges and in the middle of open-faced originals.


Align it flush against the original size indicator plates with the back left corner as the reference point.

Put the scanning side facedown.

Open the original cover or document processor, and place the original.

CAUTION

Do not leave the document processor open as there is a danger of personal injury.

IMPORTANT

Do not push the original cover forcefully when you close it. Excessive pressure may crack the platen glass.

When placing books or magazines on the machine, do so with the document processor or original cover in the open position.

Loading Originals in the Document Processor

The document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

Originals Supported by the Document Processor

Weight	50 to 120 g/m^2 (duplex: 50 to 110 g/m^2)
Size	Maximum A4 to Minimum A5 Maximum Legal to Minimum Statement
Capacity	Plain paper (80 g/m^2), Colored paper, Recycled paper, High quality paper: 50 sheets Plain paper (110 g/m^2): 36 sheets Thick paper (120 g/m^2): 33 sheets Art paper: 1 sheet

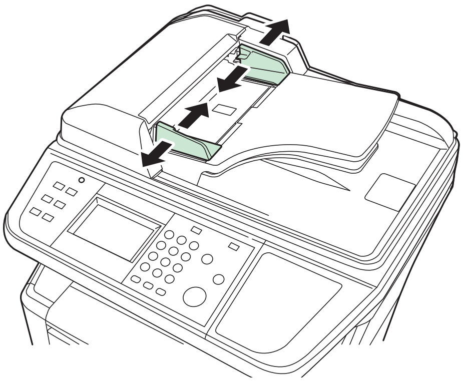
Originals Not Supported by the Document Processor

- Soft originals such as vinyl sheets
- Transparencies such as OHP film
- Carbon paper
- Originals with very slippery surfaces
- Originals with adhesive tape or glue
- Wet originals
- Originals with correction fluid which is not dried
- Irregularly shaped (non-rectangular) originals
- Originals with cut-out sections
- Crumpled paper
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam).
- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam).

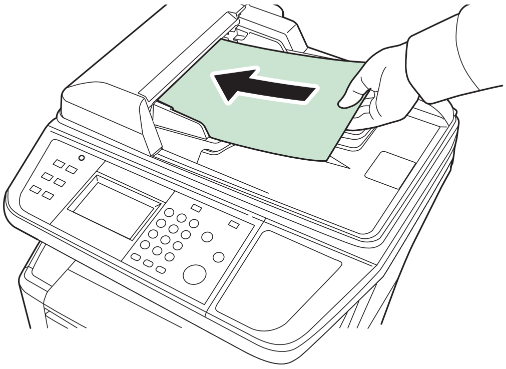
How to Load Originals

IMPORTANT
Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.

1 Adjust the original table size.



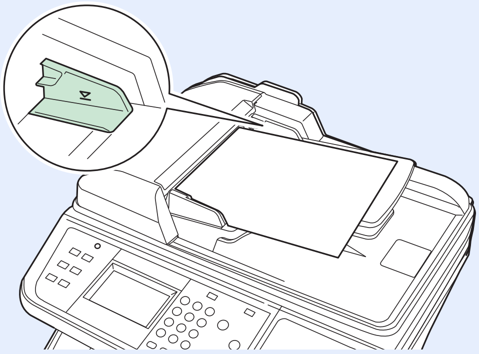
2 Load Originals.



Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go.

NOTE

Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam (see the figure).

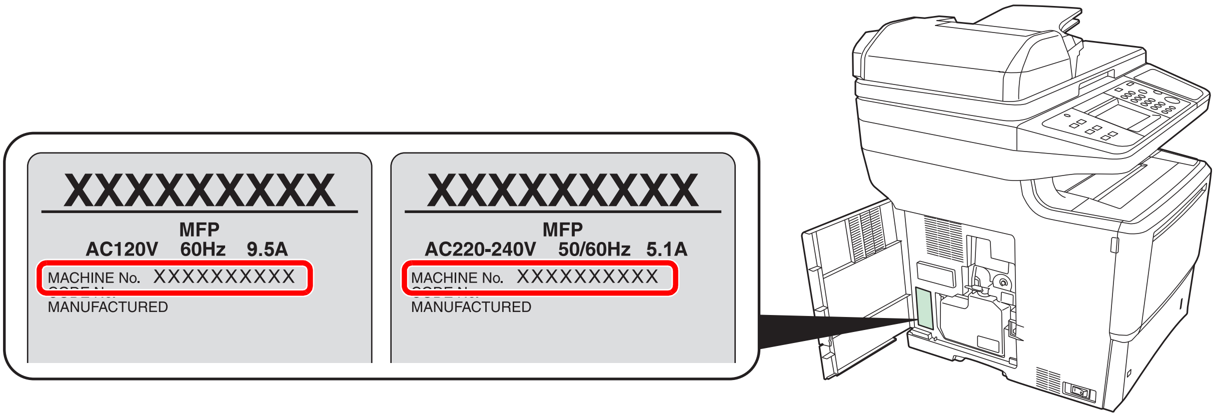


Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.

Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).

Checking the Equipment's Serial Number

The equipment's serial number is printed in the location shown in the figure.


XXXXXXXXX
MFP
AC120V 60Hz 9.5A
MACHINE No. XXXXXXXXXX
MANUFACTURED
XXXXXXXXX
MFP
AC220-240V 50/60Hz 5.1A
MACHINE No. XXXXXXXXXX
MANUFACTURED

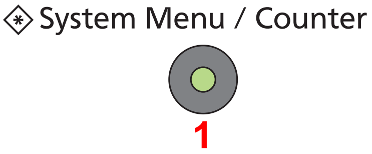
NOTE

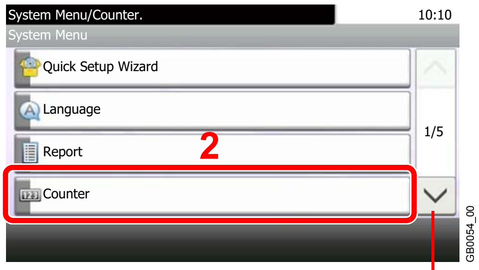
You'll need the equipment's serial number when contacting your Service Representative. Please check the number before contacting your Service Representative.

Checking the Counter

Check the number of pages printed and scanned.

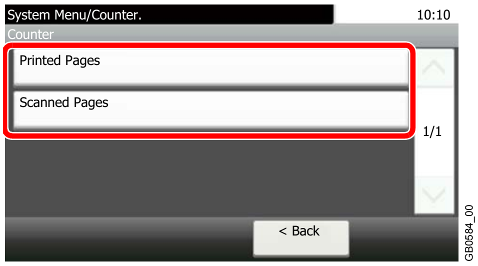
1 Display the screen.


System Menu / Counter
1


System Menu/Counter.
10:10
System Menu
Quick Setup Wizard
Language
Report
Counter
1/5
2
GB0054_00

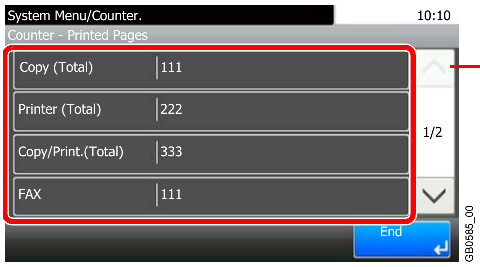
Use [∨] or [∧] to scroll up and down.

2 Check the counter.


System Menu/Counter.
10:10
Counter
Printed Pages
Scanned Pages
1/1
< Back
GB0584_00

Select the job you wish to check.

[Printed Pages]

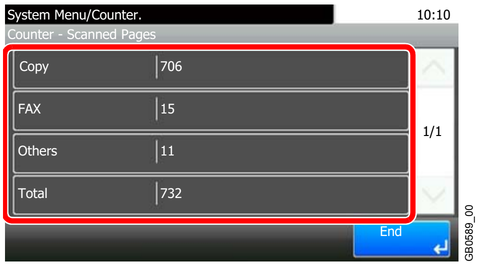

System Menu/Counter.
10:10
Counter - Printed Pages
1/2
End
GB0585_00

Copy (Total)	111
Printer (Total)	222
Copy/Print.(Total)	333
FAX	111

Use [∨] or [∧] to scroll up and down.

Scroll the screen to check the number of pages. Pressing [Count by Paper Size] and then [Black & White] allows you to check the number of pages by paper size.

[Scanned Pages]


System Menu/Counter.
10:10
Counter - Scanned Pages
1/1
End
GB0589_00

Copy	706
FAX	15
Others	11
Total	732

Login/Logout

If user login administration is enabled, it is necessary to enter the login user name and password to use the machine.

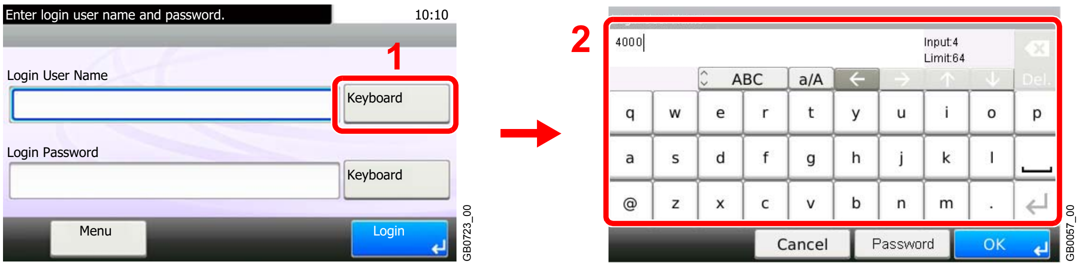
Refer to *Adding a User on page 9-29* for the default login user name and password.

NOTE
You will be unable to login if you forget your login user name or login password. In this event, login with administrator privileges and change your login user name or login password.

Login

Normal login

1 **Enter the login user name.**

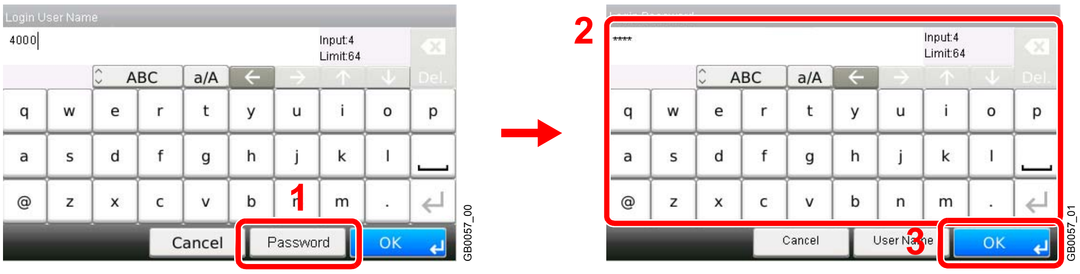

Enter login user name and password.

10:10
Login User Name
Keyboard
1
Login Password
Keyboard
Menu
Login
GB0723_00
2
4000
Input:4
Limit:64
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
Password
OK
GB0057_00

If this screen is displayed during operations, press [Keyboard] to enter the login user name. The name can also be entered using the numeric keypad.

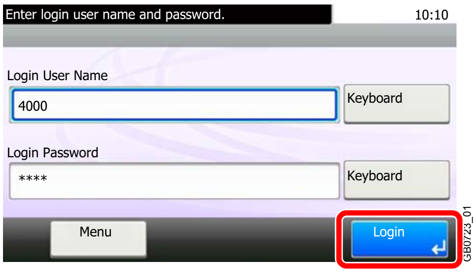
Refer to *Character Entry Method on page 11-7* for details on entering characters.

2 **Enter the login password.**


Login User Name
4000
Input:4
Limit:64
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
Password
1
OK
GB0057_00
2
****
Input:4
Limit:64
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
User Name
3
OK
GB0057_01

Press [Password] to enter the login password.

3 Log in.



Enter login user name and password.

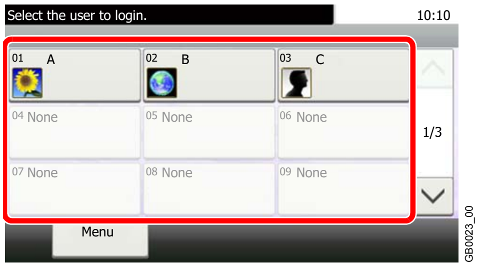
Login User Name: 4000

Login Password: ****

10:10
Keyboard
Keyboard
Menu
Login
GB0723_01

NOTE
If *Network Authentication* is selected as the user authentication method, either Local or Network can be selected as the authentication destination.

Simple Login



Select the user to login.

10:10
01 A
02 B
03 C
04 None
05 None
06 None
07 None
08 None
09 None
1/3
Menu
GB0023_00

If this screen is displayed during operations, select a user and log in.

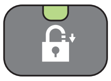
NOTE
If a user password is required, an input screen will be displayed.

Refer to *Simple Login on page 9-38*.

Logout

To logout from the machine, press the Logout key to return to the login user name/password entry screen.

Logout



Users are automatically logged out in the following circumstances:

- When the machine is put to Sleep by pressing the **Power** key.
- When the Auto Sleep function is activated.
- When the auto panel reset function is activated.

Favorites

Frequently used functions can be registered as favorites so that they can be called up easily.

The following functions are pre-registered on this machine. You can delete these functions as well as register new functions.

- ID Card Copy
- Paper Saving Copy
- Scan to PC (Address Entry)
- Scan to PC (Address Book)
- Scan to E-mail (Address Entry)
- Scan to E-mail (Address Book)

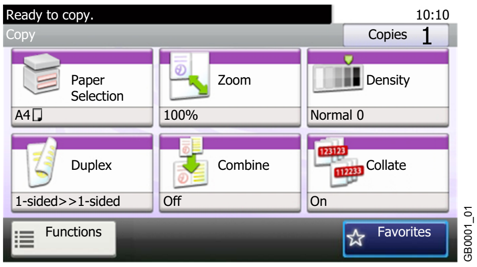
Registering Favorites

When registering a favorite, you can choose from two methods for calling it up:

- *Wizard* mode: Registered settings are called up in order and configured as you check or change each one.
- *Program* mode: Settings are called up immediately when you press the key to which they are registered.

NOTE
Up to 20 settings can be registered as favorites.

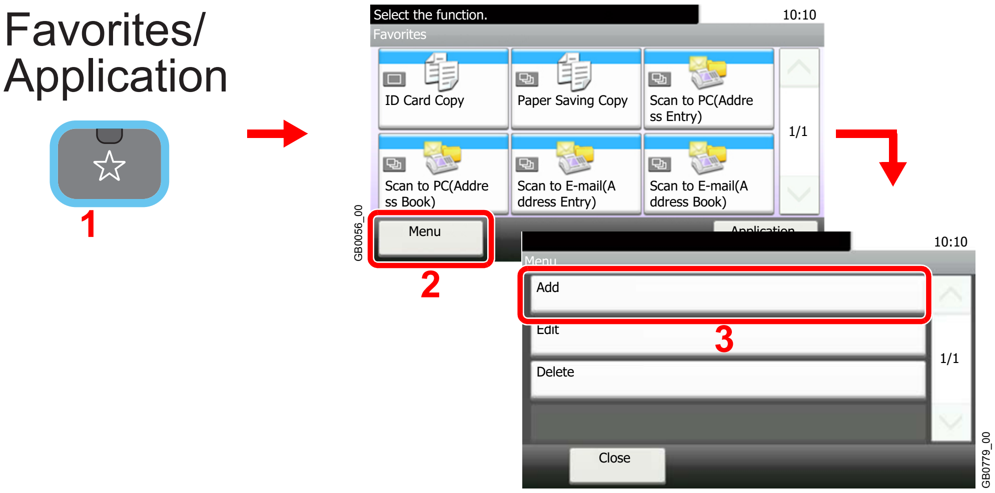
1 Configure the function.


Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
GB0001_01

When registering favorites in program mode, configure the copy function, send function, fax function*, destination, or other setting to register.

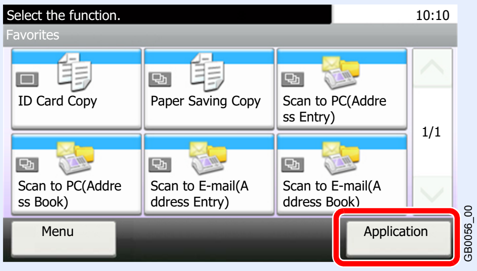
* Only on products with the fax function installed.

2 Display the screen.

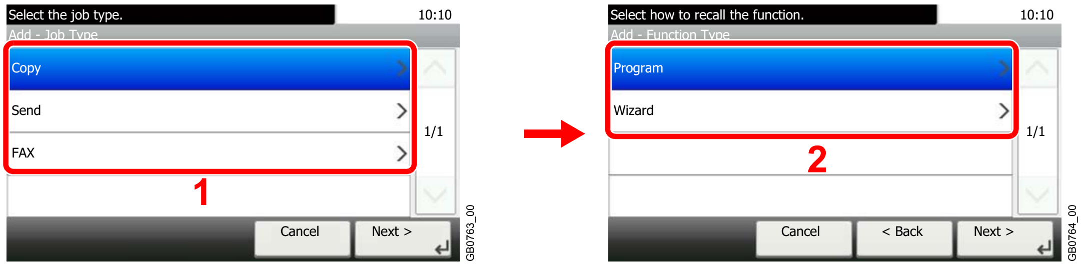

Favorites/
Application
1
Select the function.
10:10
Favorites
ID Card Copy
Paper Saving Copy
Scan to PC(Address Entry)
Scan to PC(Address Book)
Scan to E-mail(Address Entry)
Scan to E-mail(Address Book)
1/1
Menu
Application
2
GB0056_00
10:10
Menu
Add
Edit
Delete
3
1/1
Close
GB0779_00

NOTE

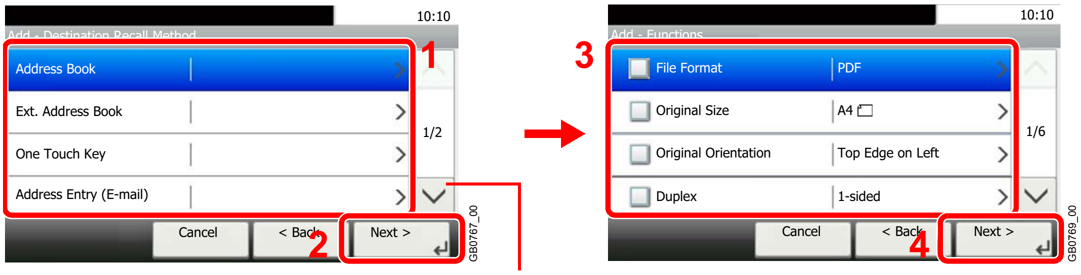
Press [Application] to display the Application screen. You can install applications that enable your daily work to be accomplished more efficiently. For the applications, see *Favorites/ Application on page 9-15*.


Select the function.
10:10
Favorites
ID Card Copy
Paper Saving Copy
Scan to PC(Address Entry)
Scan to PC(Address Book)
Scan to E-mail(Address Entry)
Scan to E-mail(Address Book)
1/1
Menu
Application
GB0056_00

3 Select the job type.


Select the job type.
10:10
Add - Job Type
Copy
Send
FAX
1/1
1
Cancel
Next >
GB0763_00
Select how to recall the function.
10:10
Add - Function Type
Program
Wizard
1/1
2
Cancel
< Back
Next >
GB0764_00

When you select the wizard mode


10:10
Add - Destination Recall Method
Address Book
Ext. Address Book
One Touch Key
Address Entry (E-mail)
1/2
1
Cancel
< Back
Next >
2
GB0767_00
3
10:10
Add - Functions
File Format
PDF
Original Size
A4
Original Orientation
Top Edge on Left
Duplex
1-sided
1/6
Cancel
< Back
Next >
4
GB0769_00

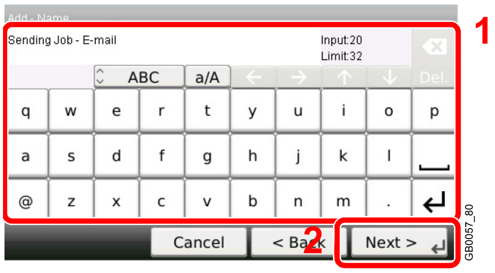
Use [∨] or [∧] to scroll up and down.

Select the function. Checked items will be shown as part of the wizard.

NOTE

When the job type is *Copy*, the Destination Recall Method screen will not be displayed.

4 Enter a name.

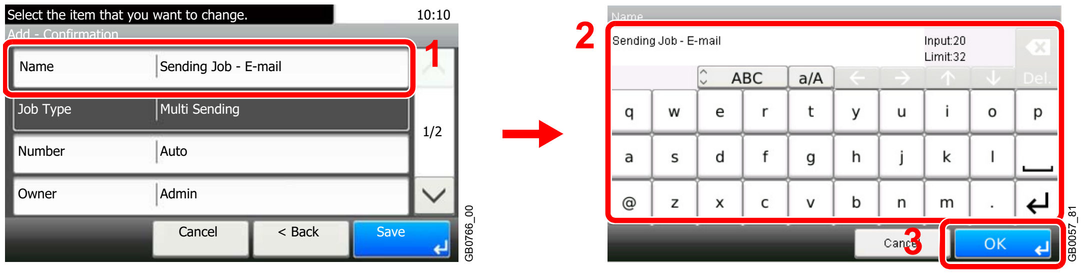

Add - Name
Sending Job - E-mail
Input:20
Limit:32
ABC
a/A
Del
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
< Back
Next >
1
2
GB0057_80

Refer to *Character Entry Method on page 11-7* for details on entering characters.

5 Check the settings.

Check the settings and change or add information as needed.

[Name]



Select the item that you want to change.

Add - Confirmation

Name: Sending Job - E-mail

Job Type: Multi Sending

Number: Auto

Owner: Admin

Name

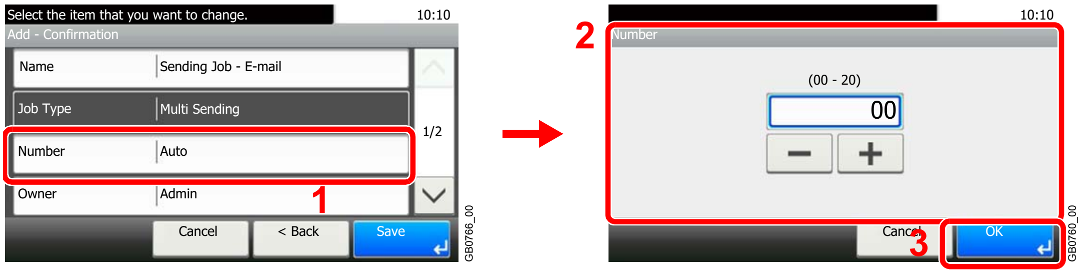
Sending Job - E-mail

Input:20

Limit:32

10:10
1
1/2
Cancel
< Back
Save
GB0766_00
2
ABC
a/A
Del
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_81

[Number]



Select the item that you want to change.

Add - Confirmation

Name: Sending Job - E-mail

Job Type: Multi Sending

Number: Auto

Owner: Admin

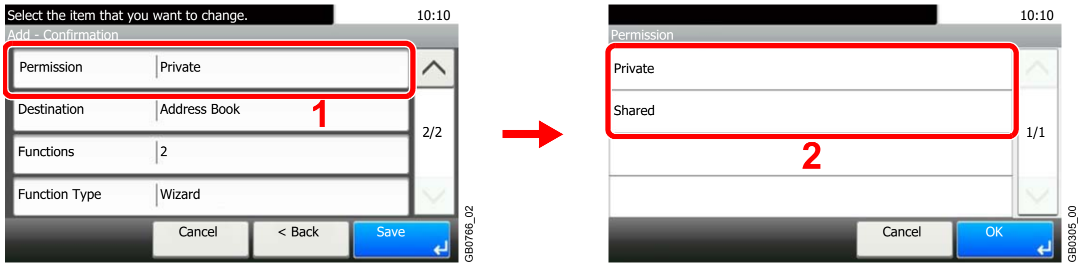
Number

(00 - 20)

00

10:10
1
1/2
Cancel
< Back
Save
GB0766_00
2
−
+
Cancel
3
OK
GB0760_00

[Permission]



Select the item that you want to change.

Add - Confirmation

Permission: Private

Destination: Address Book

Functions: 2

Function Type: Wizard

Permission

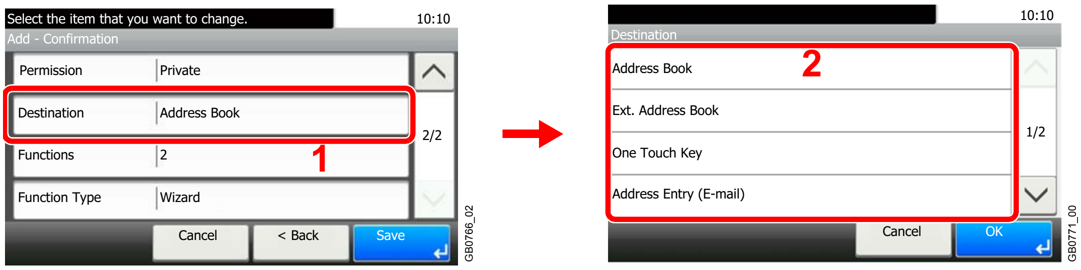
Private

Shared

10:10
1
2/2
Cancel
< Back
Save
GB0766_02
2
1/1
Cancel
OK
GB0305_00

Configures permission settings for favorites to determine how they are shared with other users.

[Destination]



Select the item that you want to change.

Add - Confirmation

Permission: Private

Destination: Address Book

Functions: 2

Function Type: Wizard

Destination

Address Book

Ext. Address Book

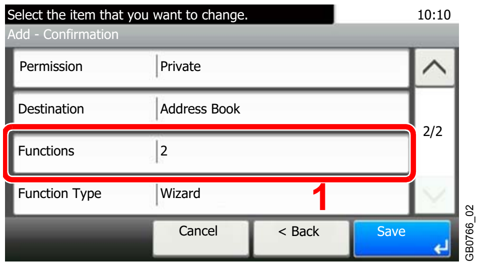
One Touch Key

Address Entry (E-mail)

10:10
1
2/2
Cancel
< Back
Save
GB0766_02
2
1/2
Cancel
OK
GB0771_00

When the job type is [Send] or [FAX], selects the Destination Recall Method.

[Functions]


Select the item that you want to change.

Add - Confirmation

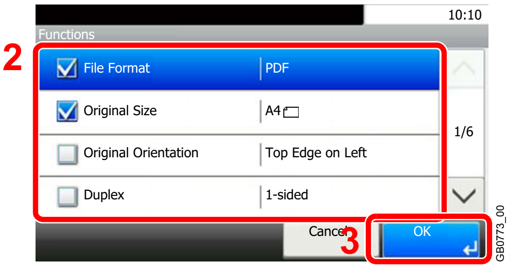
Permission: Private

Destination: Address Book

Functions: 2

Function Type: Wizard

10:10
2/2
1
Cancel
< Back
Save
GB0766_02


Functions

☑ File Format: PDF

☑ Original Size: A4

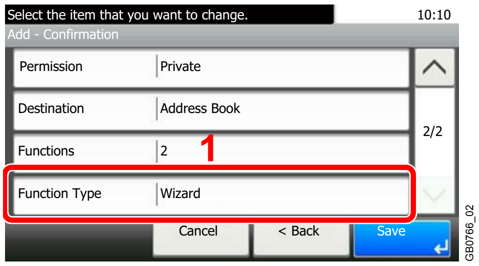
☐ Original Orientation: Top Edge on Left

☐ Duplex: 1-sided

10:10
1/6
2
3
Cancel
OK
GB0773_00

If you selected wizard mode, check the function and make changes as necessary.

[Function Type]


Select the item that you want to change.

Add - Confirmation

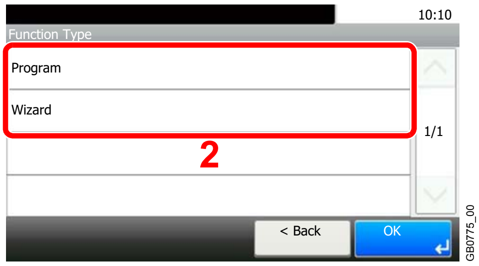
Permission: Private

Destination: Address Book

Functions: 2

Function Type: Wizard

10:10
2/2
1
Cancel
< Back
Save
GB0766_02

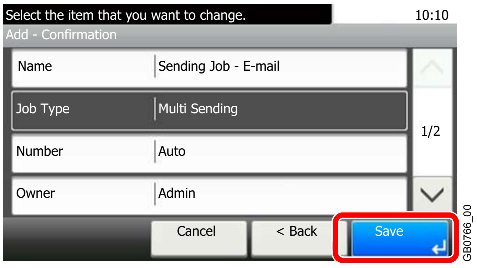

Function Type

Program

Wizard

10:10
1/1
2
< Back
OK
GB0775_00

6 Register the favorite.


Select the item that you want to change.

Add - Confirmation

Name: Sending Job - E-mail

Job Type: Multi Sending

Number: Auto

Owner: Admin

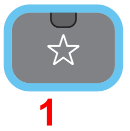
10:10
1/2
Cancel
< Back
Save
GB0766_00

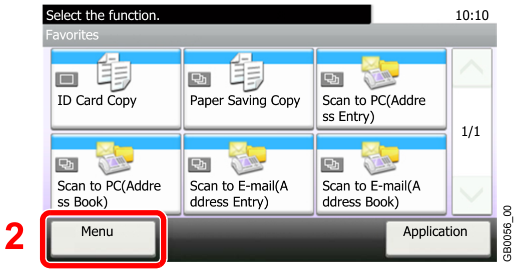
Editing and Deleting Favorites

This section describes how to edit name and permission of the registered favorites and how to delete favorites.

1 Display the screen.

Favorites/
Application

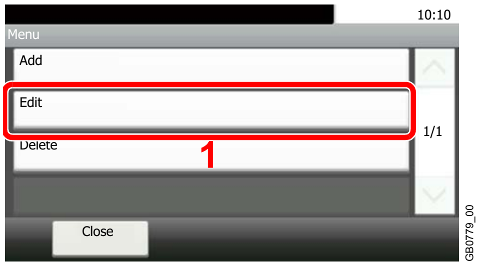


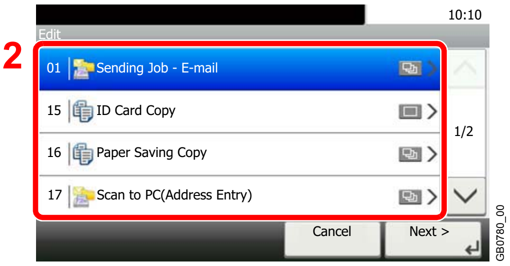

Select the function.
10:10
Favorites
ID Card Copy
Paper Saving Copy
Scan to PC(Address Entry)
Scan to PC(Address Book)
Scan to E-mail(Address Entry)
Scan to E-mail(Address Book)
1/1
2
Menu
Application
GB0056_00

2 Edit or delete a favorite.

To edit a favorite

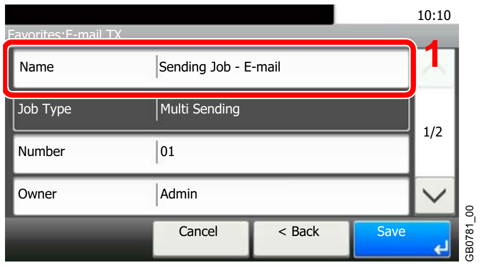
1 Select the favorite you wish to edit.

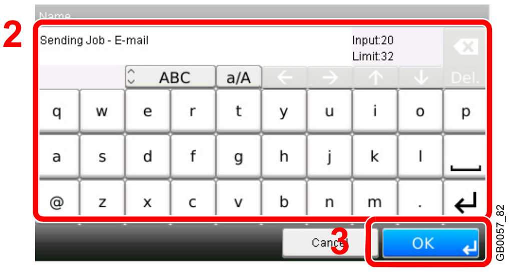

10:10
Menu
Add
Edit
Delete
1
1/1
Close
GB0779_00


2
10:10
Edit
01 Sending Job - E-mail
15 ID Card Copy
16 Paper Saving Copy
17 Scan to PC(Address Entry)
1/2
Cancel
Next >
GB0780_00

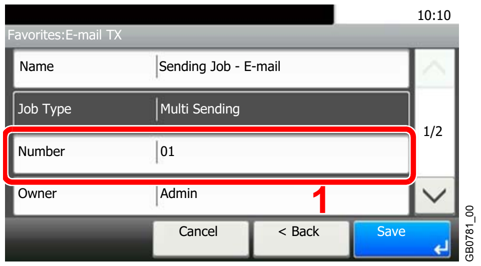
2 Edit the favorite.

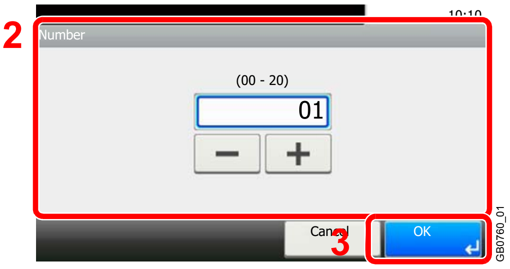
[Name]


10:10
Favorites:E-mail TX
Name
Sending Job - E-mail
1
Job Type
Multi Sending
Number
01
Owner
Admin
1/2
Cancel
< Back
Save
GB0781_00

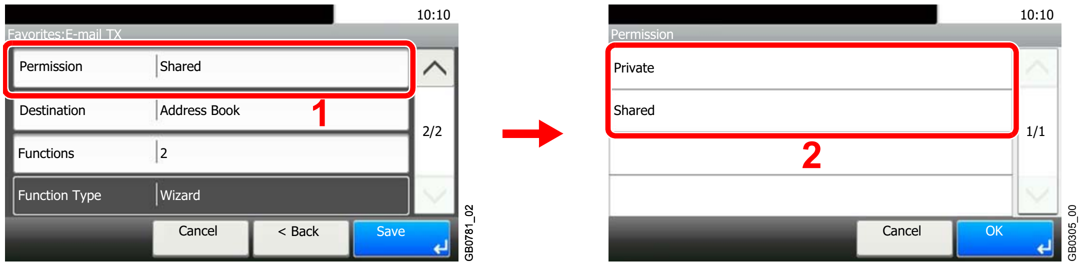

2
Name
Sending Job - E-mail
Input:20
Limit:32
ABC
a/A
Del
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_82

[Number]


10:10
Favorites:E-mail TX
Name
Sending Job - E-mail
Job Type
Multi Sending
Number
01
Owner
Admin
1
1/2
Cancel
< Back
Save
GB0781_00


2
10:10
Number
(00 - 20)
01
Cancel
3
OK
GB0760_01

[Permission]

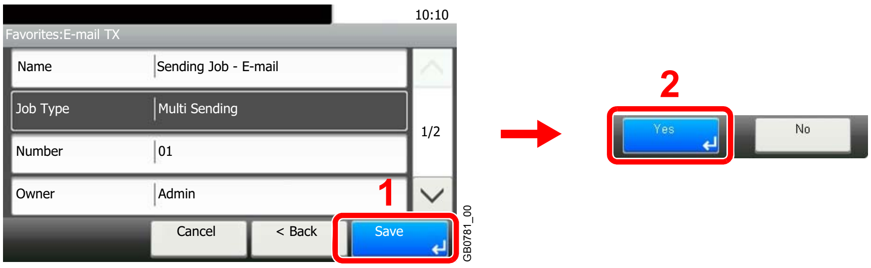

10:10
Favorites:E-mail TX
1
2/2
Cancel
< Back
Save
GB0781_02
10:10
Permission
2
1/1
Cancel
OK
GB0305_00

Permission Shared
Destination Address Book
Functions 2
Function Type Wizard

Private
Shared

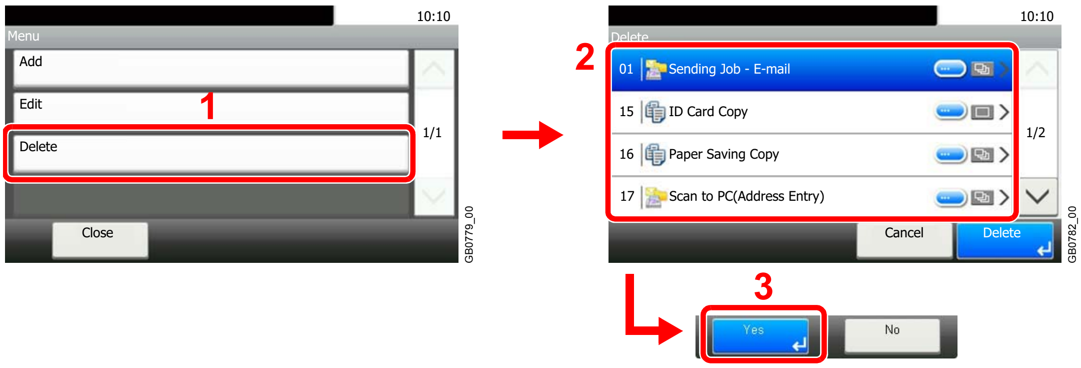
Configures permission settings for favorites to determine how they are shared with other users.

3 Register the favorite.


10:10
Favorites:E-mail TX
1/2
1
Cancel
< Back
Save
GB0781_00
2
Yes
No

Name Sending Job - E-mail
Job Type Multi Sending
Number 01
Owner Admin

To delete


10:10
Menu
Add
Edit
1
Delete
1/1
Close
GB0779_00
10:10
Delete
2
1/2
Cancel
Delete
GB0782_00
3
Yes
No

01 Sending Job - E-mail
15 ID Card Copy
16 Paper Saving Copy
17 Scan to PC(Address Entry)

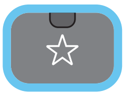
Select the favorite you wish to delete.

Using Favorites

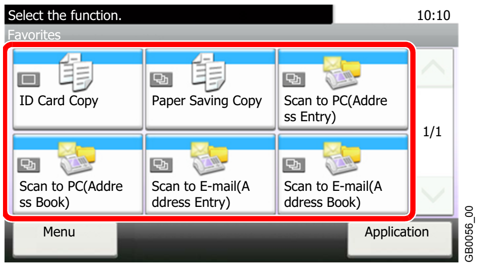
Call up settings from a favorite.

1 **Display the screen.**

Favorites/
Application

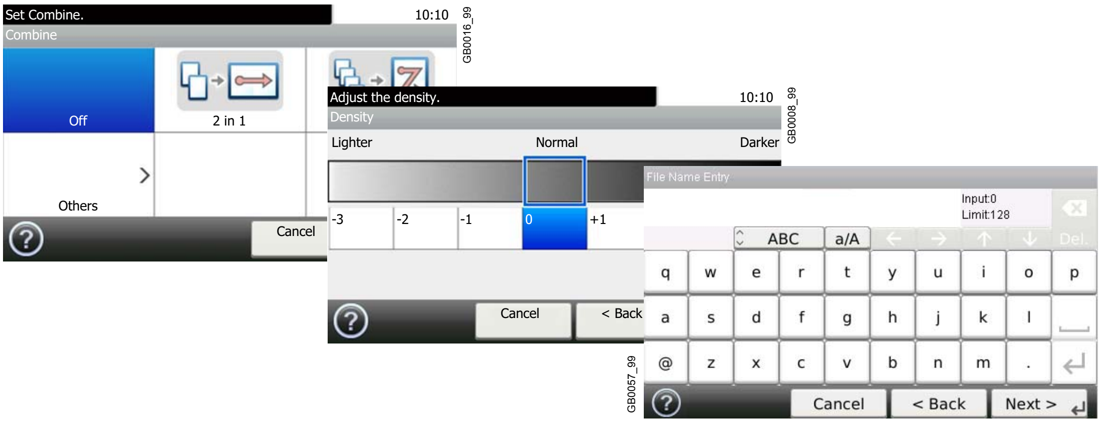


2 **Select a favorite.**

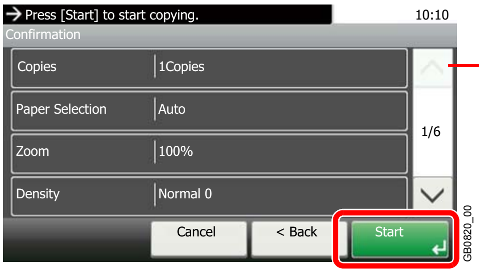

Select the function.
10:10
Favorites
ID Card Copy
Paper Saving Copy
Scan to PC(Address Entry)
Scan to PC(Address Book)
Scan to E-mail(Address Entry)
Scan to E-mail(Address Book)
1/1
Menu
Application
GB0056_00

When using the wizard mode

1 The registered screens are displayed in order. Make the desired settings.


Set Combine.
10:10
Combine
Off
2 in 1
Others
Cancel
GB0016_99
Adjust the density.
10:10
Density
Lighter
Normal
Darker
-3
-2
-1
0
+1
Cancel
< Back
GB0008_99
File Name Entry
Input:0
Limit:128
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
< Back
Next >
GB0057_99

2 Confirm the settings and start the job.


10:10
Confirmation
1/6
Cancel
< Back
Start
GB0820_00

Press [Start] to start copying.

Copies	1Copies
Paper Selection	Auto
Zoom	100%
Density	Normal 0

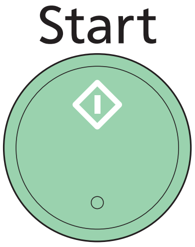
Use [∨] or [∧] to scroll up and down.

NOTE
To edit the settings, press [<Back] and make changes as desired.

When using the program mode

Select a favorite to call up registered settings.

Press the **Start** key to start the job.



Shortcuts

Frequently used function screens can be registered as shortcuts so that they can be called up easily.

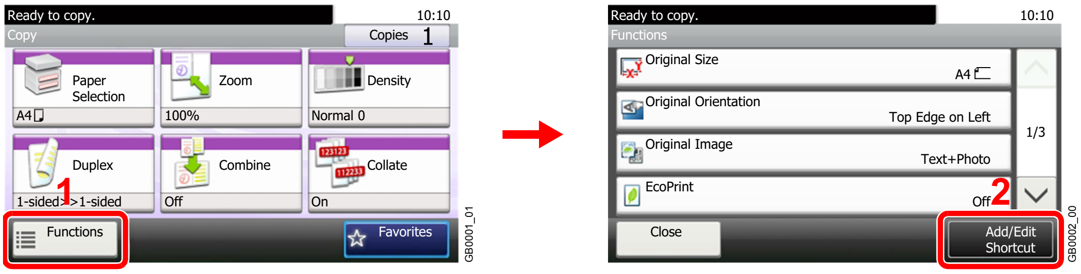
Registering Shortcuts

You can register up to 2 shortcuts for copying functions, sending functions, and functions set for document box.

The following types of shortcuts are available:

Private Shortcut	Private shortcuts are only available for use by the logged in user. They can only be set while using user login administration.
Shared Shortcut	Shared shortcuts can be used by all machine users. When using user login administration, shared shortcuts can only be set by users who have logged in as administrators.

1 Display the screen.



Ready to copy. 10:10

Copy — Copies 1

Paper Selection: A4

Zoom: 100%

Density: Normal 0

Duplex: 1-sided>>1-sided

Combine: Off

Collate: On

Ready to copy. 10:10

Functions

Original Size: A4

Original Orientation: Top Edge on Left

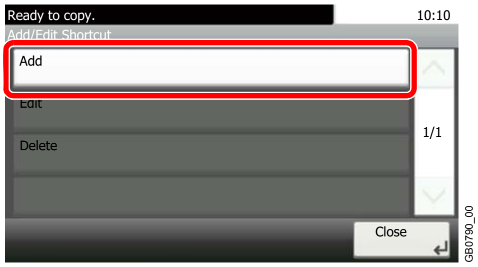
Original Image: Text+Photo

EcoPrint: Off

1
Functions
Favorites
GB0001_01
2
1/3
Close
Add/Edit Shortcut
GB0002_00

Press [Functions] on the Copy, Send, or Document Box screen and then [Add/Edit Shortcut].

2 Select [Add].

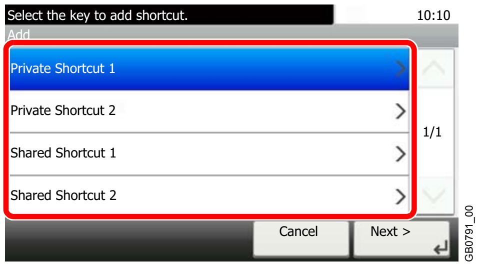


Ready to copy. 10:10

Add/Edit Shortcut

Add
Edit
Delete
1/1
Close
GB0790_00

3 Select the key.



Select the key to add shortcut. 10:10

Add

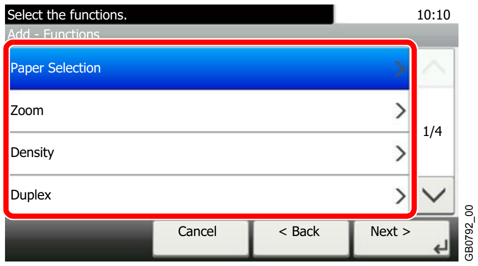
Private Shortcut 1
Private Shortcut 2
Shared Shortcut 1
Shared Shortcut 2
1/1
Cancel
Next >
GB0791_00

Select the key to which you wish to register the shortcut.

NOTE

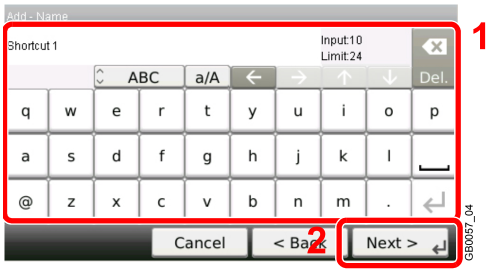
If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one.

4 Select the function.


Select the functions.
10:10
Add - Functions
Paper Selection
Zoom
Density
Duplex
1/4
Cancel
< Back
Next >
GB0792_00

Select the function screen to display with the shortcut.

5 Enter the shortcut name.


Shortcut 1

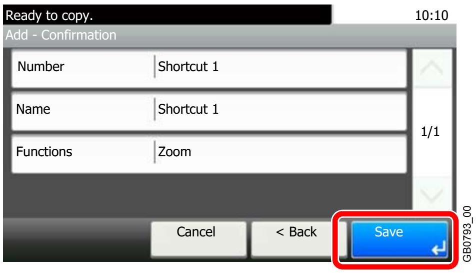
Input:10
Limit:24

Add - Name
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
< Back
Next >
1
2
GB0057_04

Up to 24 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

6 Register the shortcut.


Ready to copy.

Number	Shortcut 1
Name	Shortcut 1
Functions	Zoom

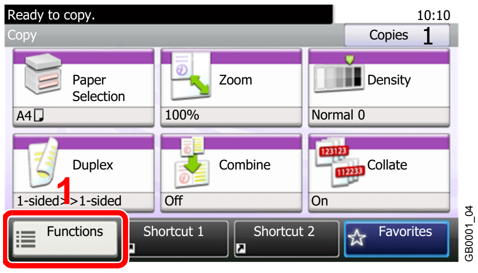
10:10
Add - Confirmation
1/1
Cancel
< Back
Save
GB0793_00

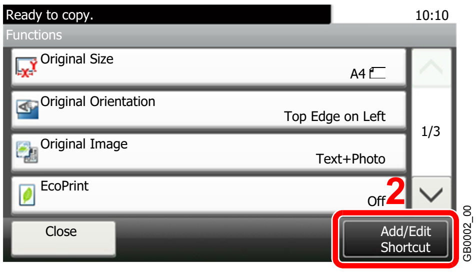
Confirm the settings and press [Save]

Editing and Deleting Shortcuts

Change shortcut number/name or delete shortcut.

1 Display the screen.


Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
1
Functions
Shortcut 1
Shortcut 2
Favorites
GB0001_04

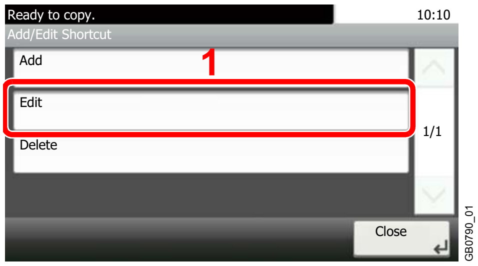

Ready to copy.
10:10
Functions
Original Size
A4
Original Orientation
Top Edge on Left
Original Image
Text+Photo
EcoPrint
Off
2
1/3
Close
Add/Edit Shortcut
GB0002_00

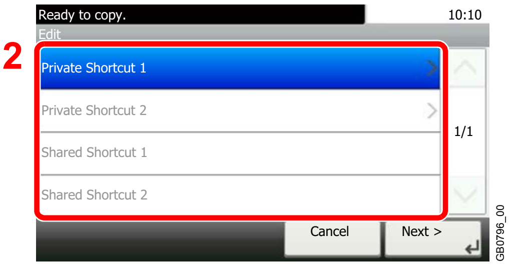
Press [Functions] on the Copy, Send, or Document Box screen and then [Add/Edit Shortcut].

2 Edit or delete a shortcut.

To edit a shortcut

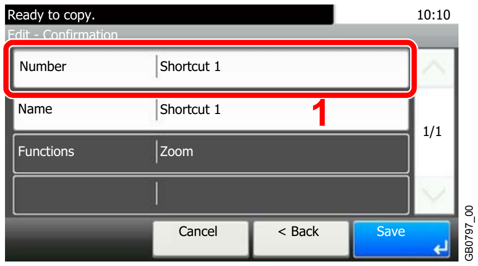
1 Select the shortcut type and number you wish to edit.

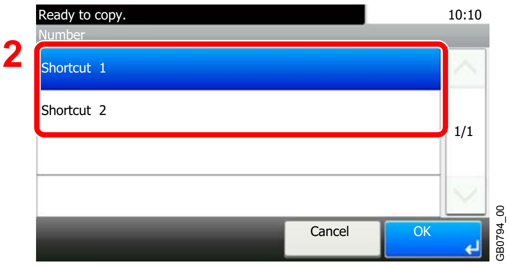

Ready to copy.
10:10
Add/Edit Shortcut
Add
1
Edit
Delete
1/1
Close
GB0790_01


Ready to copy.
10:10
Edit
2
Private Shortcut 1
Private Shortcut 2
Shared Shortcut 1
Shared Shortcut 2
1/1
Cancel
Next >
GB0796_00

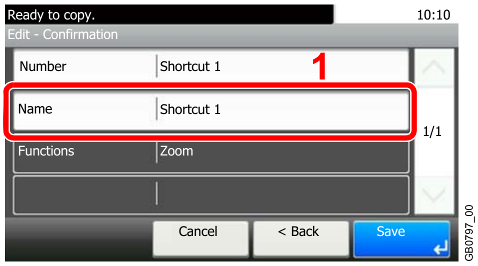
2 Edit the shortcut.

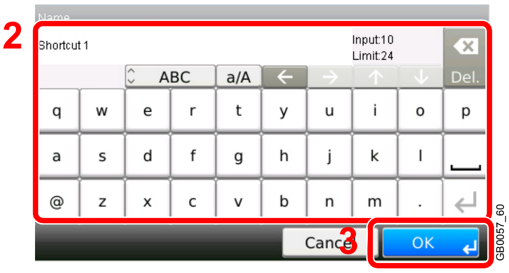
[No.]


Ready to copy.
10:10
Edit - Confirmation
Number
Shortcut 1
Name
Shortcut 1
1
Functions
Zoom
1/1
Cancel
< Back
Save
GB0797_00

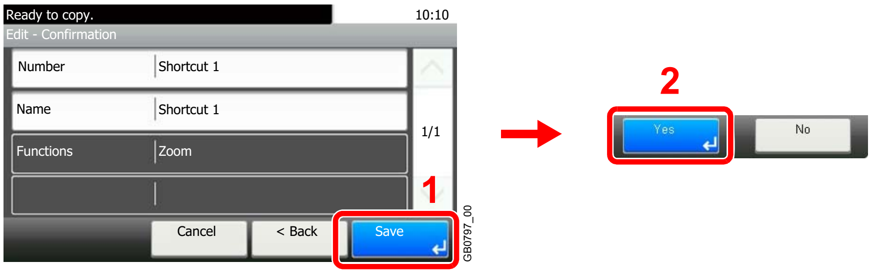

Ready to copy.
10:10
Number
2
Shortcut 1
Shortcut 2
1/1
Cancel
OK
GB0794_00

[Name]


Ready to copy.
10:10
Edit - Confirmation
Number
Shortcut 1
1
Name
Shortcut 1
Functions
Zoom
1/1
Cancel
< Back
Save
GB0797_00

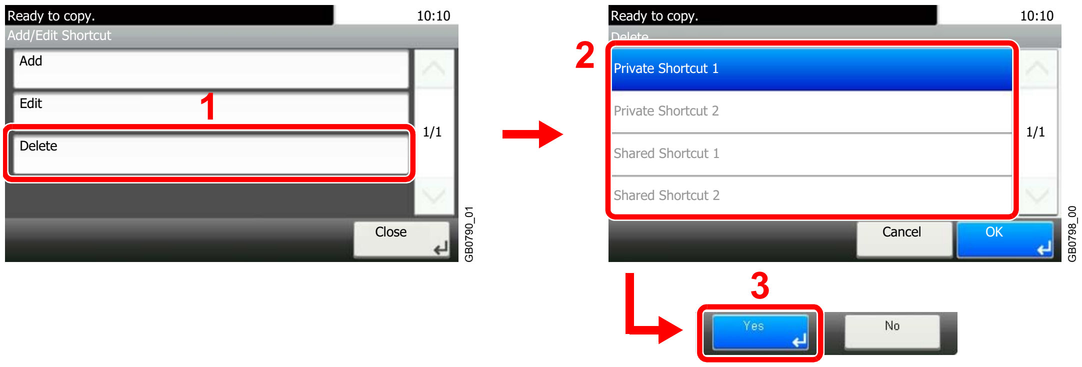

Name
2
Shortcut 1
Input:10
Limit:24
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_60

3 Register the shortcut.


Ready to copy.
10:10
Edit - Confirmation
1/1
Cancel
< Back
Save
1
2
Yes
No
GB0797_00

Number: Shortcut 1
Name: Shortcut 1
Functions: Zoom

To delete

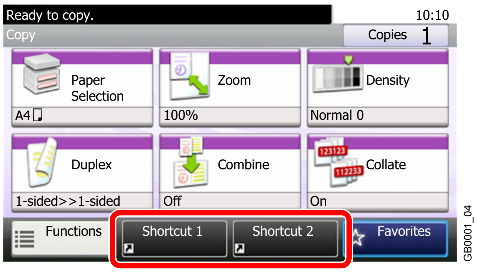

Ready to copy.
10:10
Add/Edit Shortcut
Add
Edit
Delete
1
1/1
Close
GB0790_01
Ready to copy.
10:10
Delete
2
Private Shortcut 1
Private Shortcut 2
Shared Shortcut 1
Shared Shortcut 2
1/1
Cancel
OK
GB0798_00
3
Yes
No

Select the shortcut you wish to delete.

Using Shortcuts

The registered shortcut will be displayed on the Copy, Send, FAX*, Print from USB Memory, or Save to USB Memory or Polling Box* initial screen. Pressing [Shortcut] will switch to the registered function's screen.

* Only on products with the fax function installed.


Ready to copy.
10:10
Copy
Copies 1
Functions
Shortcut 1
Shortcut 2
Favorites
GB0001_04

Paper Selection: A4
Zoom: 100%
Density: Normal 0
Duplex: 1-sided>>1-sided
Combine: Off
Collate: On

Quick Setup Wizard

Make the following basic settings as instructed by the Wizard:

Paper Setup	Sets the paper size and media type for the paper cassettes and the multi purpose tray.	
	1. Cassette 1	Cassette 1 - Paper Size*, Cassette 1 - Media Type
	2. Cassette 2**	Cassette 2 - Paper Size*, Cassette 2 - Media Type
	3. Cassette 3**	Cassette 3 - Paper Size*, Cassette 3 - Media Type
	4. Cassette 4**	Cassette 4 - Paper Size*, Cassette 4 - Media Type
	5. MP Tray	MP Tray - Paper Size, MP Tray - Media Type
Energy Saver Setup	Configures sleep mode.	
	1. Sleep Mode	Sleep Mode - Sleep Timer
FAX Setup***	Configures basic fax settings.	
	1. Dialing/RX Mode	Dialing/RX Mode - Dialing Mode Dialing/RX Mode - Reception Mode Dialing/RX Mode - Auto (DRD)****
	2. Local FAX Info.	Local FAX Info. - Local FAX Name Local FAX Info. - Local FAX Number Local FAX Info. - Local FAX ID Local FAX Info. - Print Position
	3. Sound Volume	Speaker Volume, Monitor Volume
	4. Rings	Normal, Answering Machine, FAX/TEL Switch*****
	5. Redial	Redial - Retry Times

* This function is displayed when the size dial on the cassette is set to Other.

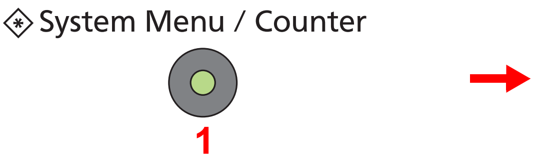
** This function is displayed when the optional paper feeder is installed.

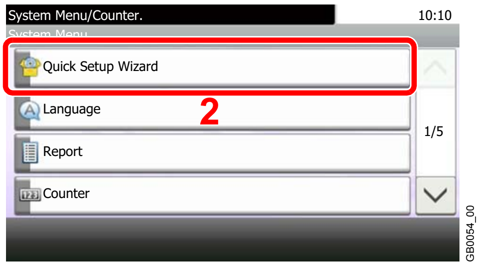
*** Only on products with the fax function installed.

**** Auto (DRD) is available for some countries.

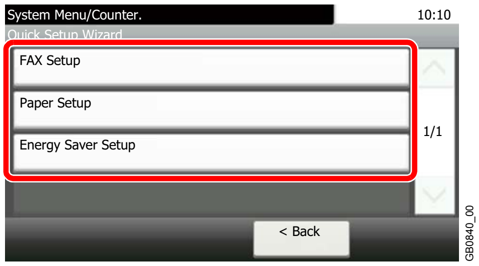
*****For FAX/TEL Switch, this change is possible with some countries.

1 Display the screen.

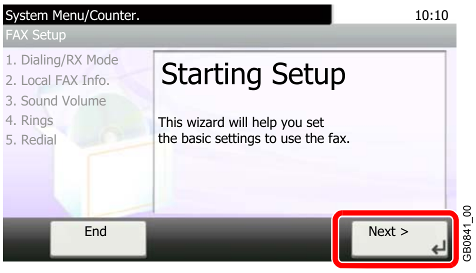

System Menu / Counter
1


System Menu/Counter.
10:10
System Menu
Quick Setup Wizard
2
Language
Report
Counter
1/5
GB0054_00

2 Select a function.

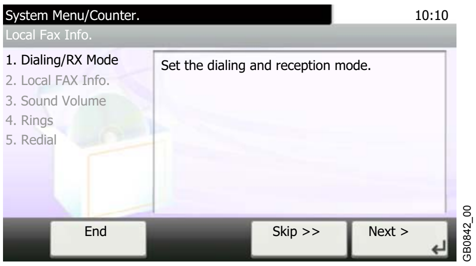

System Menu/Counter.
10:10
Quick Setup Wizard
FAX Setup
Paper Setup
Energy Saver Setup
1/1
< Back
GB0840_00

3 Configure the function.


System Menu/Counter.
10:10
FAX Setup
1. Dialing/RX Mode
2. Local FAX Info.
3. Sound Volume
4. Rings
5. Redial
Starting Setup
End
Next >
GB0841_00

This wizard will help you set the basic settings to use the fax.

Start the wizard. Follow the instructions on the screen to configure settings.


System Menu/Counter.
10:10
Local Fax Info.
1. Dialing/RX Mode
2. Local FAX Info.
3. Sound Volume
4. Rings
5. Redial
End
Skip >>
Next >
GB0842_00

Set the dialing and reception mode.

NOTE

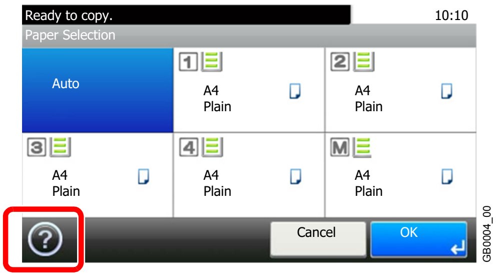
If you experience difficulty configuring the settings, refer to *Help Screen on page 3-33*.

[End]	Exits the wizard. Settings configured so far are applied.
[<< Previous]	Returns to the previous item.
[Skip >>]	Advances to the next item without setting the current item.
[Next >]	Advances to the next screen.
[< Back]	Returns to the previous screen.
[Finish]	Register the settings and exit the wizard.

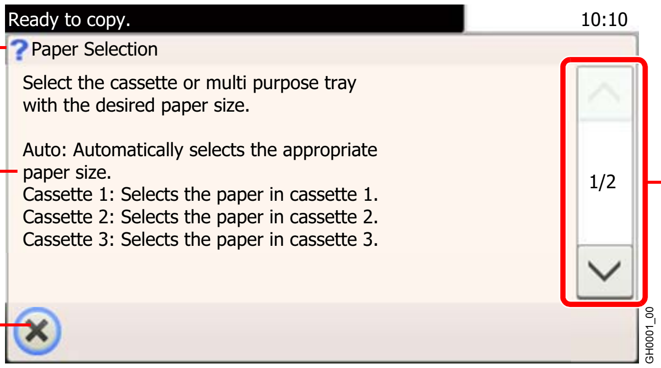
Help Screen

If you have difficulty operating the machine, you can check how to operate it using the touch panel.

When the [?] (help) is displayed on the touch panel, you can press it to display the Help screen.


Ready to copy.
10:10
Paper Selection
Auto
1
A4
Plain
2
A4
Plain
3
A4
Plain
4
A4
Plain
M
A4
Plain
?
Cancel
OK
GB0004_00

How to read the screen


Ready to copy.
10:10
Paper Selection
1/2
GH0001_00

Select the cassette or multi purpose tray with the desired paper size.

Auto: Automatically selects the appropriate paper size.
Cassette 1: Selects the paper in cassette 1.
Cassette 2: Selects the paper in cassette 2.
Cassette 3: Selects the paper in cassette 3.

Help titles

Displays information about functions and machine operation.

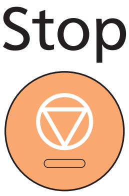
Closes the Help screen and returns to the original screen.

Scrolls up and down when the help text cannot be displayed in its entirety on a single screen.

Canceling Jobs

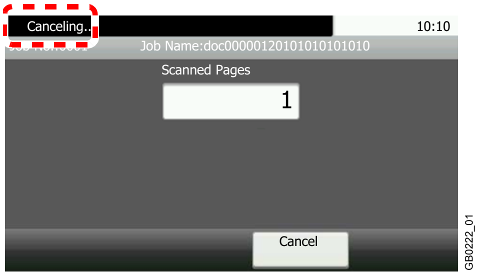
Cancel any print or send job being executed.

1 Press the Stop key.



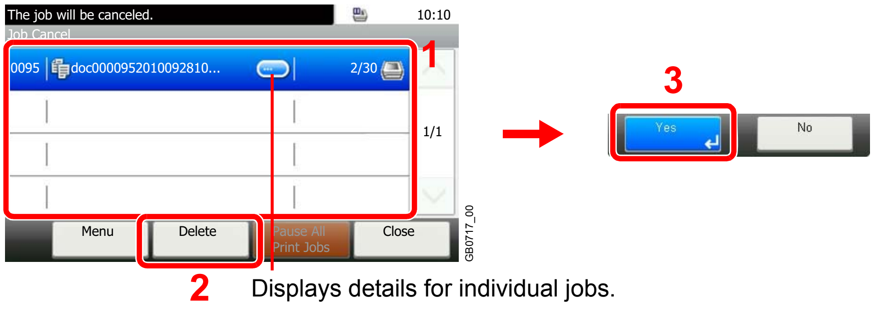
2 Cancel a job.

When there is a job is being scanned


Canceling...
10:10
Job Name:doc00000120101010101010
Scanned Pages
1
Cancel
GB0222_01

Canceling… will be displayed, and the current job will be canceled.

When there is a job printing or on standby


The job will be canceled.
10:10
Job Cancel
0095
doc0000952010092810...
2/30
1/1
Menu
Delete
Pause All Print Jobs
Close
GB0717_00
1
2
3
Yes
No

Displays details for individual jobs.

Select the job you wish to cancel and press [Delete].

NOTE

The current print job is temporarily interrupted. Continues without temporarily interrupting jobs being sent.

You can also cancel executing jobs and jobs on standby after checking their status. Refer to *Status / Job Cancel on page 8-1*.

Canceling printing from a computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

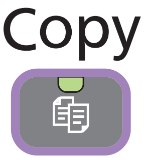
1 Double-click the printer icon (🖨) displayed on the taskbar at the bottom right of the Windows desktop to display a dialog box for the printer.

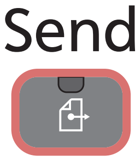
2 Click the file for which you wish to cancel printing and select **Cancel** from the **Document** menu.

Using Various Functions

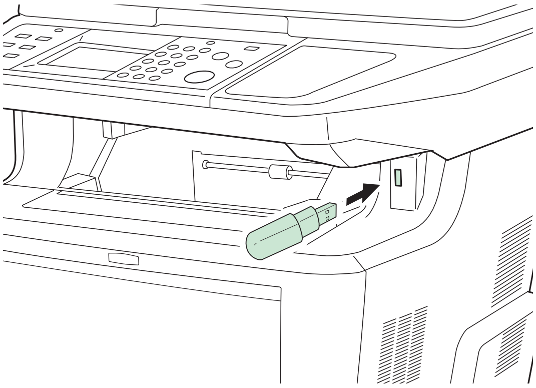
This section describes common functionality that can be configured for copying, sending, and the document box.

1 Display the screen.





Press the key of each function.



When using USB memory, plug it into the USB memory slot .

Press [Yes] on the displayed screen.

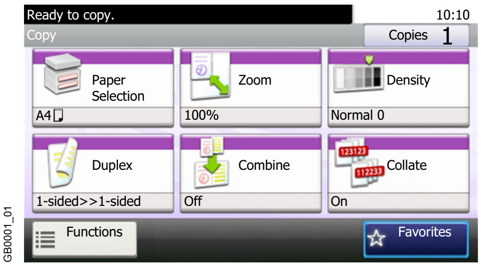
When printing from USB memory, select the file to be printed and press [Print].

When storing a document to USB memory, select the folder where the file will be stored and press [Menu] and then [Store File].

For details, refer to *Printing Documents Stored in Removable USB Memory on page 7-2* or *Saving Documents to USB Memory (Scan to USB) on page 7-5*.

NOTE
If the touch panel is turned off, press the **Power** key and wait for the machine to warm up.

2 Select the functions.


Ready to copy.

10:10

Copy

Copies 1

Paper Selection A4

Zoom 100%

Density Normal 0

Duplex 1-sided>>1-sided

Combine Off

Collate On

Select the functions to use.

Press [Functions] to display all the functions.

Refer to *Common Functionality on page 3-36*.

Common Functionality

Functionality related to originals

What do you want to do?	Reference Page
Specify the original size.	Original Size ▶ page 3-37
Specify the original orientation to scan in the correct direction.	Original Orientation ▶ page 3-38
Automatically scan 2-sided originals.	Duplex ▶ page 3-39
Scan a large number of originals separately and then produce as one job.	Continuous Scan ▶ page 3-41

Functionality related to document quality

What do you want to do?	Reference Page
Specify the paper size and type.	Paper Selection ▶ page 3-43
Collate the output documents in page order.	Collate ▶ page 3-44
Adjust the density.	Density ▶ page 3-45
Set the resolution at which to scan originals.	Scan Resolution ▶ page 3-46
Select original image type for best results.	Original Image ▶ page 3-47
Emphasize the outline of texts or lines. Blur the image outline.	Sharpness ▶ page 3-48
Darken or lighten the background (i.e., the area with no text or images) of originals.	Background Density Adjust ▶ page 3-49
Enlarge or shrink originals according to the sending or storing size.	Zoom ▶ page 3-50
Select the file format for images being sent or stored.	File Format ▶ page 3-51
Change the color mode for images being sent or stored.	Color Selection ▶ page 3-53
Send notice by e-mail when a job is complete.	Job Finish Notice ▶ page 3-54
Add a file name to the job to easily check its status.	File Name Entry ▶ page 3-56
Suspend the current job and override it to give a new job top priority.	Priority Override ▶ page 3-57

Original Size

Copy Send Scan to USB

Specify the original size to be scanned.

Metric	Select from A4, A5, A6, B5, B6, or Folio.
inch	Select from Letter, Legal, Statement, Executive, or Oficio II.
Others	Select from 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL Envelope C5, Hagaki, Oufukuhagaki, Youkei 4, Youkei 2, or Custom*

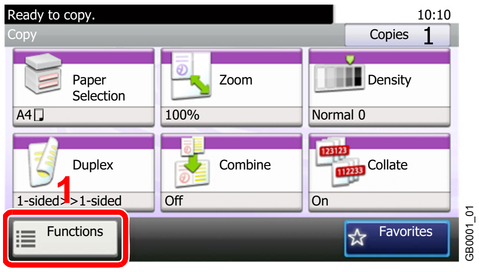
* For instructions on how to specify the custom original size, refer to *Custom Original Size on page 9-9*.

NOTE
Be sure to always specify the original size when using custom size originals.

1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2 Press [Functions] and then [Original Size].



Ready to copy. 10:10

Copy Copies 1

Paper Selection A4

Zoom 100%

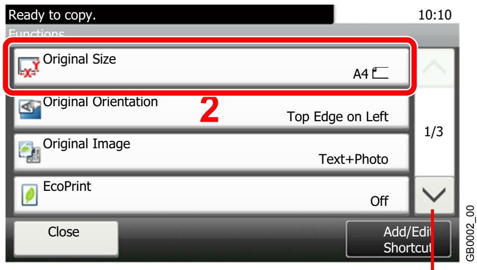
Density Normal 0

Duplex 1-sided>>1-sided

Combine Off

Collate On

1
Functions
Favorites
GB0001_01



Ready to copy. 10:10

Functions

Original Size A4

Original Orientation Top Edge on Left

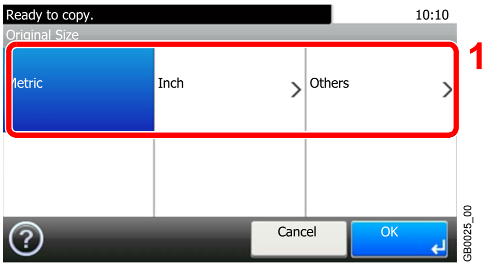
Original Image Text+Photo

EcoPrint Off

2
1/3
Close
Add/Edit Shortcut
GB0002_00

Use [∨] or [∧] to scroll up and down.

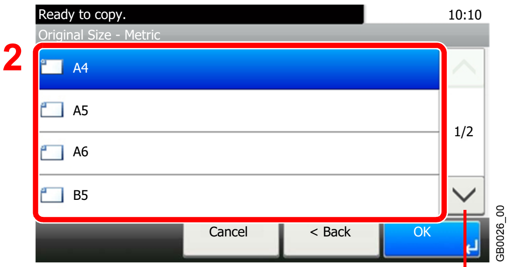
2 Select the original size.



Ready to copy. 10:10

Original Size

1
Metric
Inch
Others
Cancel
OK
GB0025_00



Ready to copy. 10:10

Original Size - Metric

2
A4
A5
A6
B5
1/2
Cancel
< Back
OK
GB0026_00

Use [∨] or [∧] to scroll up and down.

Select the original size.

Original Orientation

Copy **Send** **Scan to USB**

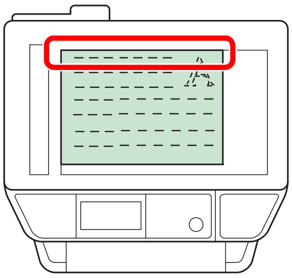
Select the orientation of the original document top edge to scan correct direction.

To use any of the following functions, the document's original orientation must be set.

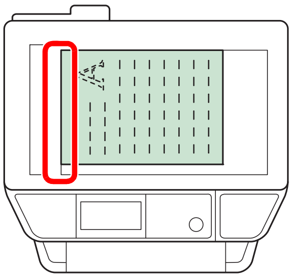
- Duplex
- Combine

When placing originals on the platen

Top Edge on Top

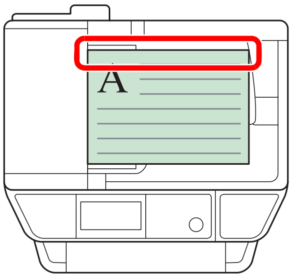


Top Edge on Left

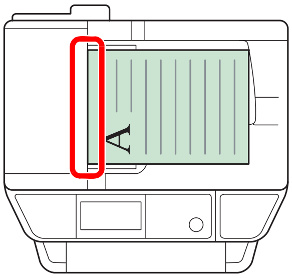


When placing originals on the document processor

Top Edge on Top



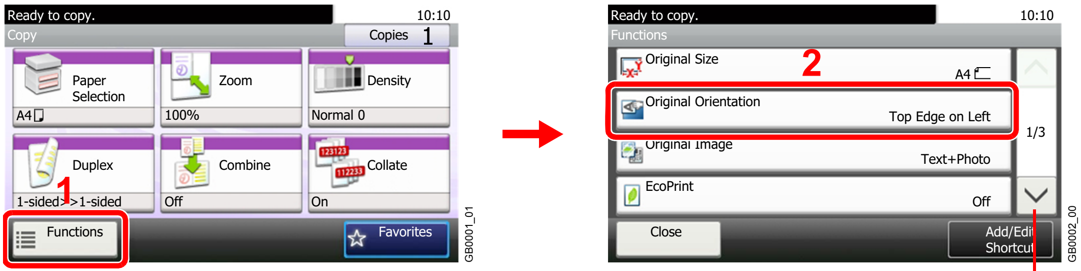
Top Edge on Left



1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2 Press [Functions] and then [Original Orientation].

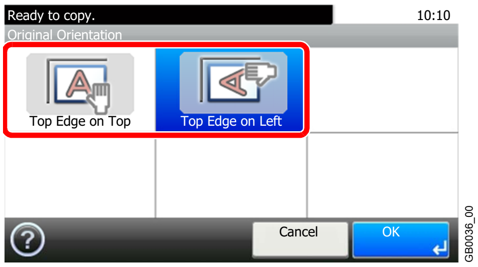

1
2
Functions
Favorites
Close
Add/Edit Shortcut
1/3
GB0001_01
GB0002_00

Ready to copy. 10:10
Copy Copies 1
Paper Selection A4
Zoom 100%
Density Normal 0
Duplex 1-sided>>1-sided
Combine Off
Collate On

Ready to copy. 10:10
Functions
Original Size A4
Original Orientation Top Edge on Left
Original Image Text+Photo
EcoPrint Off

Use [∨] or [∧] to scroll up and down.

2 Select the function.


Top Edge on Top
Top Edge on Left
Cancel
OK
GB0036_00

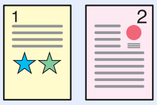
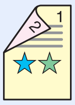
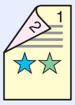
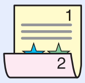
Ready to copy. 10:10
Original Orientation

Select the original orientation.

Duplex

Send Scan to USB

Select the type and orientation of the binding based on the original.

1-sided 			Set when using a 1-sided sheet original.
2-sided 			Set when using a 2-sided sheet original that will be bound on the left or right.
Other Settings	Duplex	1-sided	Set when using a 1-sided sheet original.
		2-sided (Binding Left/ Right) 	Set when using a 2-sided sheet original that will be bound on the left or right.
		2-sided (Binding Top) 	Set when using a 2-sided sheet original that will be bound at the top.
	Original Orientation*		Select the orientation of the original document top edge to scan correct direction.

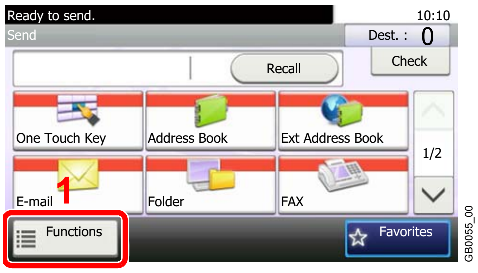
* This function is displayed when [2-sided (Binding Left/Right)] or [2-sided (Binding Top)] is selected.

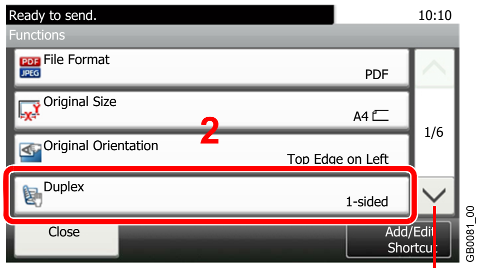
1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2

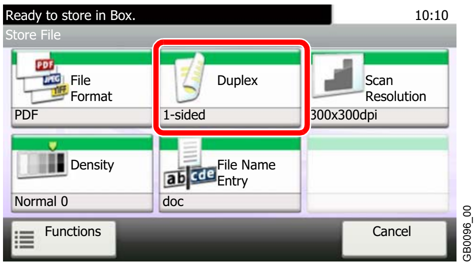
Send


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00


Ready to send.
10:10
Functions
File Format
PDF
Original Size
A4
2
Original Orientation
Top Edge on Left
Duplex
1-sided
1/6
Close
Add/Edit Shortcut
GB0081_00

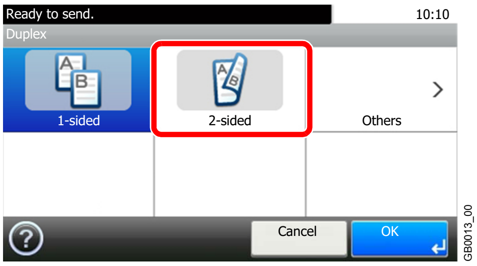
Use [∨] or [∧] to scroll up and down.

Scan to USB


Ready to store in Box.
10:10
Store File
File Format
PDF
Duplex
1-sided
Scan Resolution
300x300dpi
Density
Normal 0
File Name Entry
doc
Functions
Cancel
GB0096_00

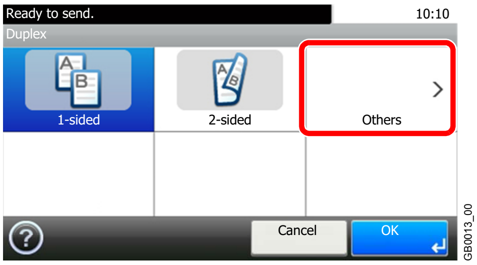
2 Select the type of original.

[2-sided]

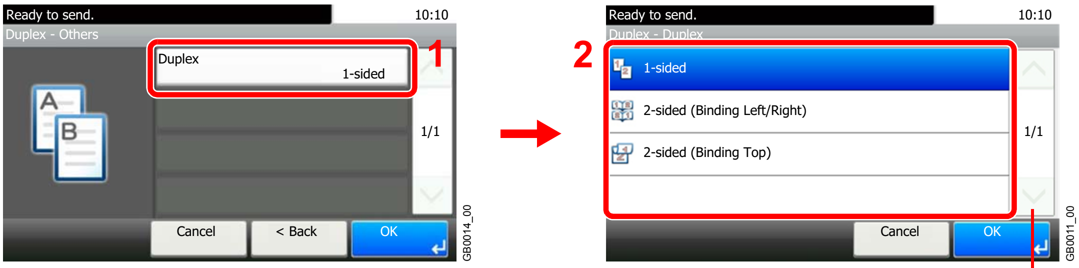

Ready to send.
10:10
Duplex
1-sided
2-sided
Others
Cancel
OK
GB0013_00

[Others]

1


Ready to send.
10:10
Duplex
1-sided
2-sided
Others
Cancel
OK
GB0013_00

2 Select the type of original.

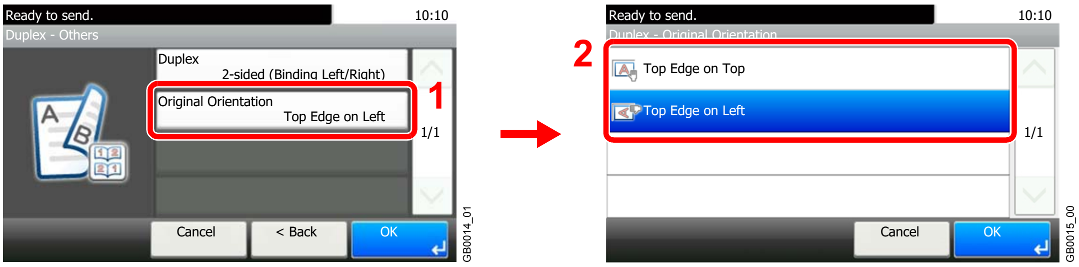

Ready to send.
10:10
Duplex - Others
1
1/1
Cancel
< Back
OK
GB0014_00
Ready to send.
10:10
Duplex - Duplex
2
1-sided
2-sided (Binding Left/Right)
2-sided (Binding Top)
1/1
Cancel
OK
GB0011_00

Duplex 1-sided

Use [∨] or [∧] to scroll up and down.

The document processor is required in order to use 2-sided sheet originals.

3 Select the original orientation.


Ready to send.
10:10
Duplex - Others
1
1/1
Cancel
< Back
OK
GB0014_01
Ready to send.
10:10
Duplex - Original Orientation
2
Top Edge on Top
Top Edge on Left
1/1
Cancel
OK
GB0015_00

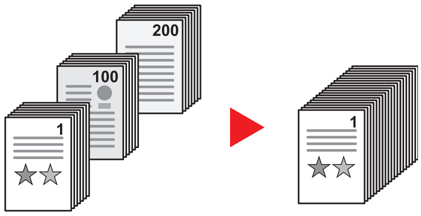
Duplex 2-sided (Binding Left/Right)

Original Orientation Top Edge on Left

Continuous Scan

Copy **Send** **Scan to USB**

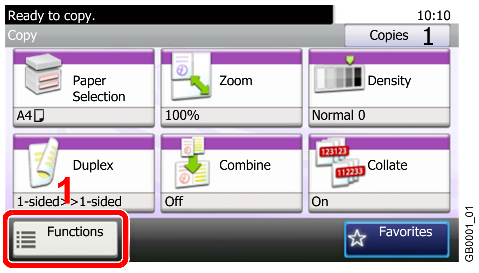
Scan a large number of originals in separate batches and then produce as one job. Originals will be scanned continuously until you press [Finish Scan].

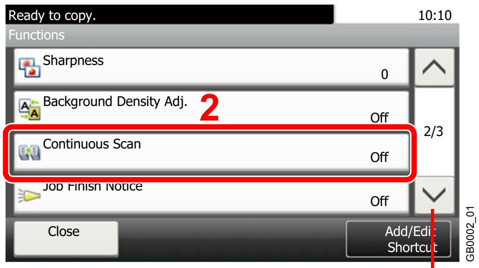


1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

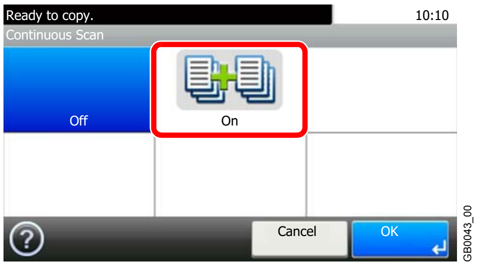
2 Press [Functions] and then [Continuous Scan].


Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
1
GB0001_01

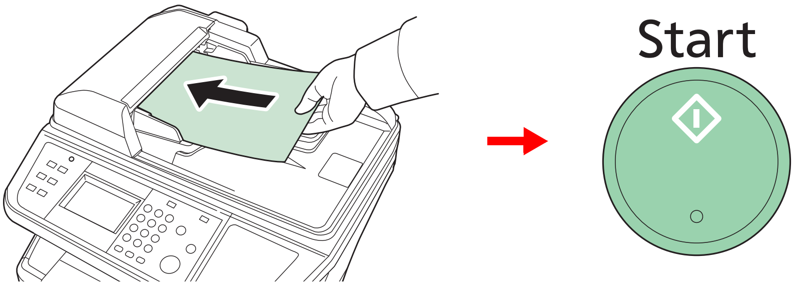

Ready to copy.
10:10
Functions
Sharpness
0
Background Density Adj.
Off
2
Continuous Scan
Off
2/3
Job Finish Notice
Off
Close
Add/Edit Shortcut
GB0002_01

Use [∨] or [∧] to scroll up and down.

2 Select the function.


Ready to copy.
10:10
Continuous Scan
Off
On
?
Cancel
OK
GB0043_00

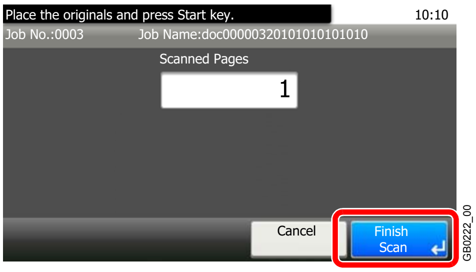
3 Scan the originals.



Load the original and press the **Start** key to start scanning.

Once the original has been scanned, load the next original and press the **Start** key. Use the same procedure to scan any remaining originals.

4 **Finish scanning.**



Place the originals and press Start key.
10:10
Job No.:0003 Job Name:doc00000320101010101010
Scanned Pages
1

Cancel
Finish Scan
GB0222_00

Start copying, sending, or storing.

Paper Selection

Copy
Print from USB

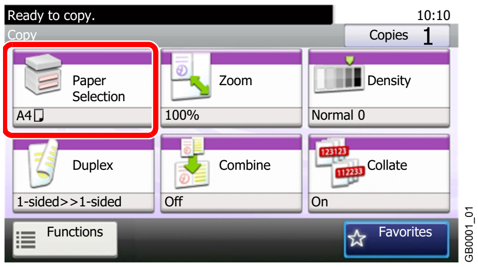
Select the cassette or multi-purpose tray that contains the required paper size.

NOTE
Specify in advance the size and type of the paper loaded in the cassette (refer to *Quick Setup Wizard on page 3-31*).

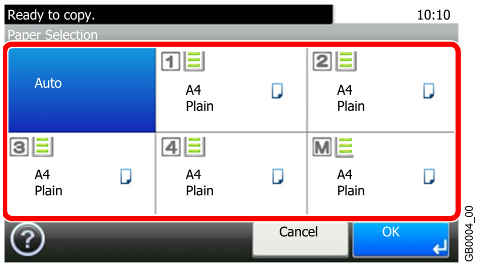
1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2 Press [Paper Selection].


Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
GB0001_01

2 Select the paper source.


Ready to copy.
10:10
Paper Selection
Auto
1 A4 Plain
2 A4 Plain
3 A4 Plain
4 A4 Plain
M A4 Plain
Cancel
OK
GB0004_00

If [Auto] is selected, the paper matching the size of the original is selected automatically.

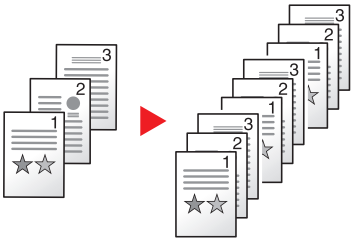
[2] (Cassette 2), [3] (Cassette 3) and [4] (Cassette 4) are displayed when the optional paper feeder is installed. [M] indicates the MP tray.

Collate

Copy Print from USB

Collate the output by page.

Collate

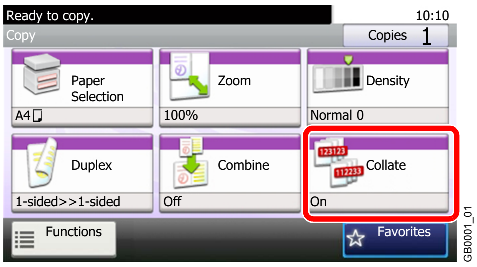

3
2
1
3
2
1
3
2
1
3
2
1

Scan multiple originals and deliver complete sets of copies as required according to page number.

1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2 Press [Collate].


Ready to copy. 10:10

Copy Copies 1

Paper Selection A4

Zoom 100%

Density Normal 0

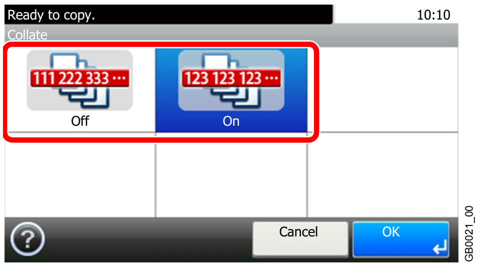
Duplex 1-sided>>1-sided

Combine Off

Collate On

Functions
Favorites
GB0001_01

2 Select the function.


Ready to copy. 10:10

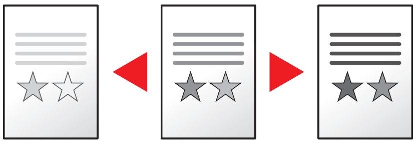
Collate

111 222 333 ···
Off
123 123 123 ···
On
Cancel
OK
GB0021_00

Density

Copy **Send** **Scan to USB**

Adjust density using 7 levels.

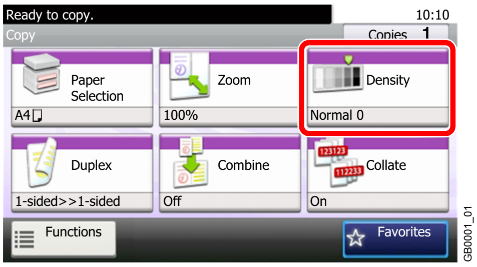


1 Display the screen.

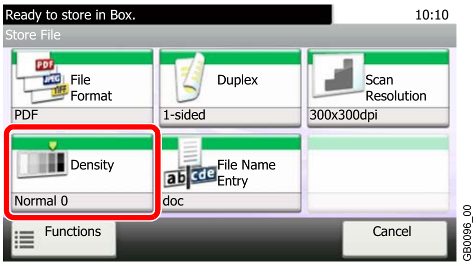
1 Referring to *Using Various Functions on page 3-35*, display the screen.

2

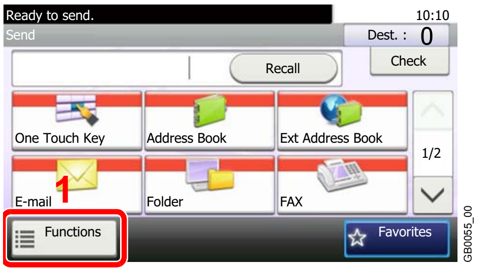
Copy

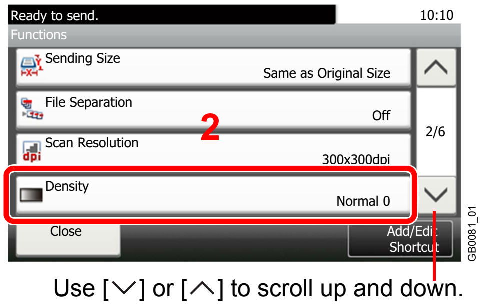

Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
GB0001_01

Scan to USB


Ready to store in Box.
10:10
Store File
File Format
PDF
Duplex
1-sided
Scan Resolution
300x300dpi
Density
Normal 0
File Name Entry
doc
Functions
Cancel
GB0096_00

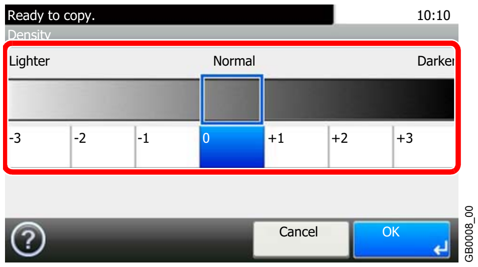
Send


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00


Ready to send.
10:10
Functions
Sending Size
Same as Original Size
File Separation
Off
2
Scan Resolution
300x300dpi
2/6
Density
Normal 0
Close
Add/Edit Shortcut
GB0081_01

Use [∨] or [∧] to scroll up and down.

2 Adjust density.


Ready to copy.
10:10
Density
Lighter
Normal
Darker
-3
-2
-1
0
+1
+2
+3
Cancel
OK
GB0008_00

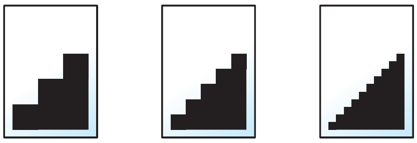
Press [-3] to [+3] (*Lighter* - *Darker*) to adjust density.

Scan Resolution

Send **Scan to USB**

Select fineness of scanning resolution.

The selectable resolution is [200 × 100dpi], [200 × 200dpi Fine], [200 × 400dpi Super], [300 × 300dpi], [400 × 400dpi Ultra], or [600 × 600dpi].



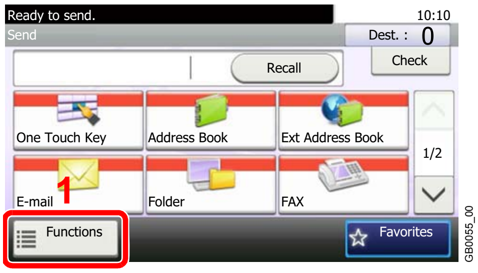
NOTE
The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

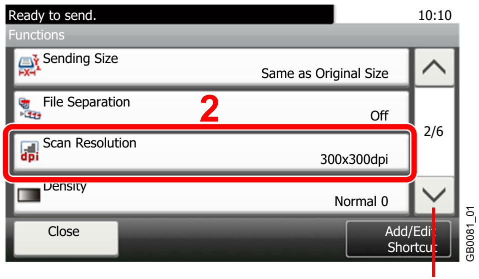
1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2

Send


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00


Ready to send.
10:10
Functions
2
2/6
Close
Add/Edit Shortcut
GB0081_01

Sending Size Same as Original Size

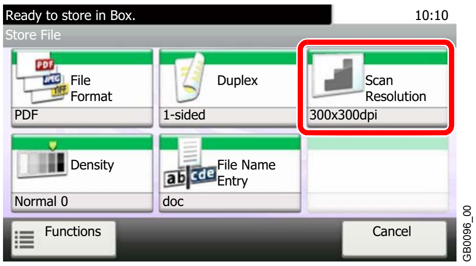
File Separation Off

Scan Resolution 300x300dpi

Density Normal 0

Use [﹀] or [︿] to scroll up and down.

Scan to USB


Ready to store in Box.
10:10
Store File
Functions
Cancel
GB0096_00

File Format PDF

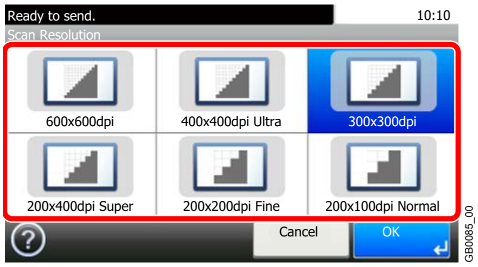
Duplex 1-sided

Scan Resolution 300x300dpi

Density Normal 0

File Name Entry doc

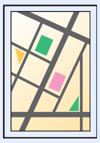
2 Select the resolution.


Ready to send.
10:10
Scan Resolution
600x600dpi
400x400dpi Ultra
300x300dpi
200x400dpi Super
200x200dpi Fine
200x100dpi Normal
?
Cancel
OK
GB0085_00

Original Image

Copy Send Scan to USB

Select original image type for best results.

Text+Photo	Best for originals which contain a mixture of text and photos.
Photo	Best for photographs.
Text	Sharply renders pencil text and fine lines.
Graphic/Map* 	Best for graphics and maps.
Printer Output*	Best for documents printed on this machine originally.
Text (for OCR)**	For documents to be read by OCR.

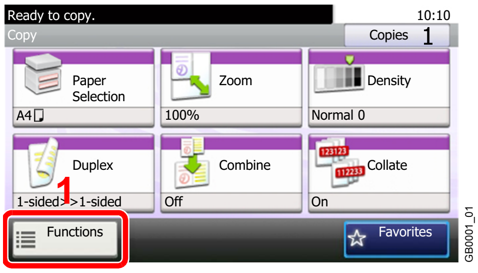
* This function is displayed while copying.

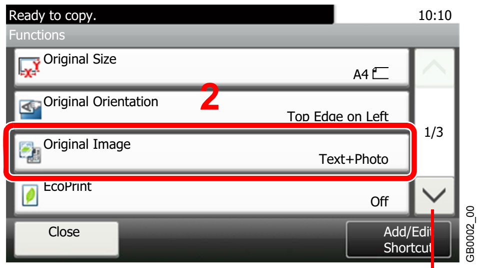
** This function is displayed when the color mode is [Auto (Color/B & W)] or [Black & White] (when sending or storing).

1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2 Press [Functions] and then [Original Image].

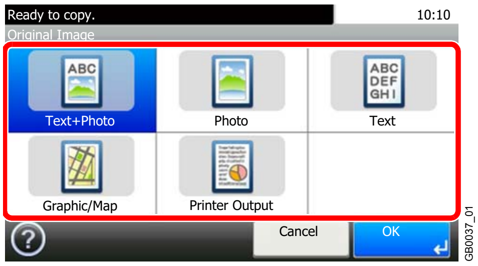

Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
1
Functions
Favorites
GB0001_01


Ready to copy.
10:10
Functions
Original Size
A4
Original Orientation
Top Edge on Left
2
Original Image
Text+Photo
1/3
EcoPrint
Off
Close
Add/Edit Shortcut
GB0002_00

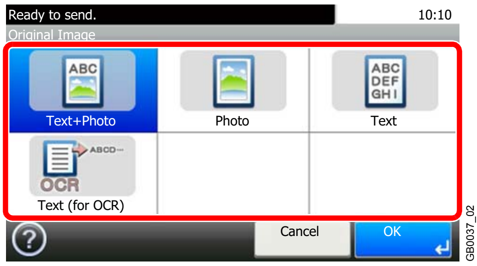
Use [∨] or [∧] to scroll up and down.

2 Select the image quality.

Copy


Ready to copy.
10:10
Original Image
Text+Photo
Photo
Text
Graphic/Map
Printer Output
Cancel
OK
GB0037_01

Send/Scan to USB


Ready to send.
10:10
Original Image
Text+Photo
Photo
Text
Text (for OCR)
Cancel
OK
GB0037_02

Sharpness

Copy **Send** **Scan to USB**

Adjust the sharpness of the image.

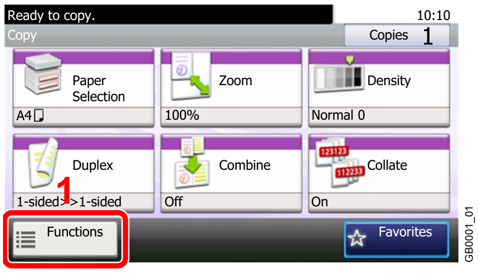
When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward [Sharpen]. When copying images made up of patterned dots such as magazine photos, in which moire* patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward [Blur].

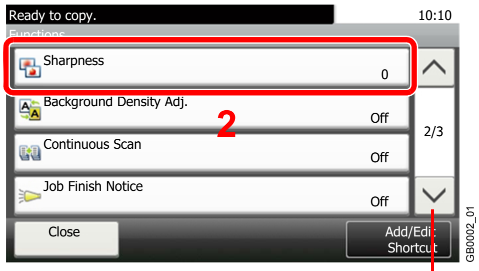
* Patterns that are created by irregular distribution of halftone dots.

1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

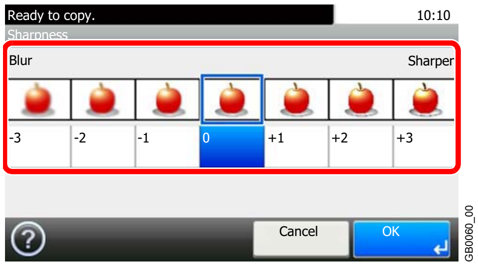
2 Press [Functions] and then [Sharpness].


Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
1
GB0001_01


Ready to copy.
10:10
Functions
Sharpness
0
Background Density Adj.
Off
Continuous Scan
Off
Job Finish Notice
Off
2/3
Close
Add/Edit Shortcut
2
GB0002_01

Use [﹀] or [︿] to scroll up and down.

2 Adjust the sharpness.


Ready to copy.
10:10
Sharpness
Blur
Sharper
-3
-2
-1
0
+1
+2
+3
Cancel
OK
GB0060_00

Press [-3] to [+3] (*Blur* - *Sharpen*) to adjust the sharpness.

Background Density Adjust

Copy Send Scan to USB

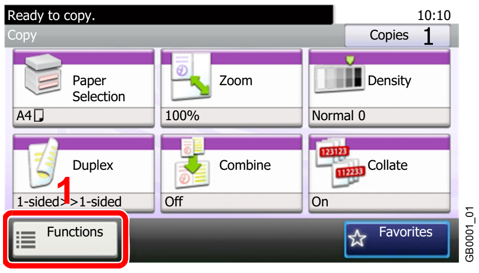
Remove dark background from originals, such as newspapers.

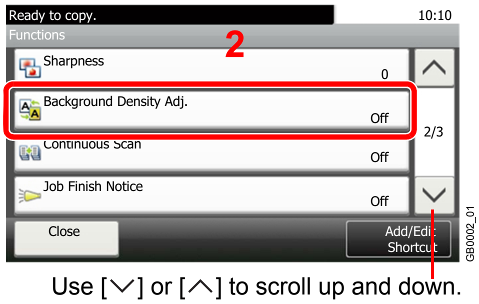
Off	Do not use this function.
Auto	Adjusts the density automatically based on the original.
Manual	Manually adjust the density.

1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2 Press [Functions] and then [Background Density Adj.].

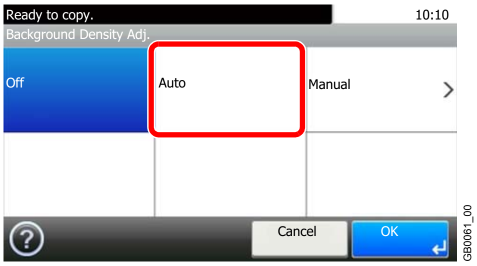

Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
1
Functions
Favorites
GB0001_01


Ready to copy.
10:10
Functions
2
Sharpness
0
Background Density Adj.
Off
2/3
Continuous Scan
Off
Job Finish Notice
Off
Close
Add/Edit Shortcut
GB0002_01

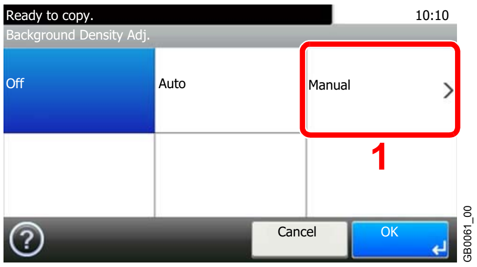
Use [∨] or [∧] to scroll up and down.

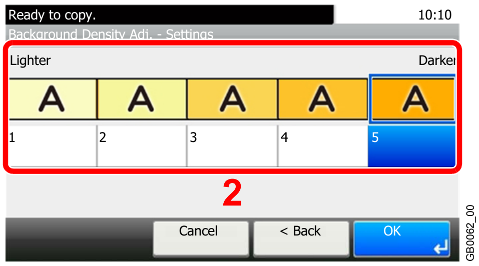
2 Adjusts the background density.

[Auto]


Ready to copy.
10:10
Background Density Adj.
Off
Auto
Manual
Cancel
OK
GB0061_00

[Manual]


Ready to copy.
10:10
Background Density Adj.
Off
Auto
Manual
1
Cancel
OK
GB0061_00


Ready to copy.
10:10
Background Density Adj. - Settings
Lighter
Darker
A
A
A
A
A
1
2
3
4
5
2
Cancel
< Back
OK
GB0062_00

Press [1] to [5] (*Lighter* - *Darker*) to adjust the background density.

Zoom

Send Scan to USB

Reduce or enlarge original to send or store size.

100%	Reproduces the original size.
Auto	Adjust the image to match the send or store size.

NOTE

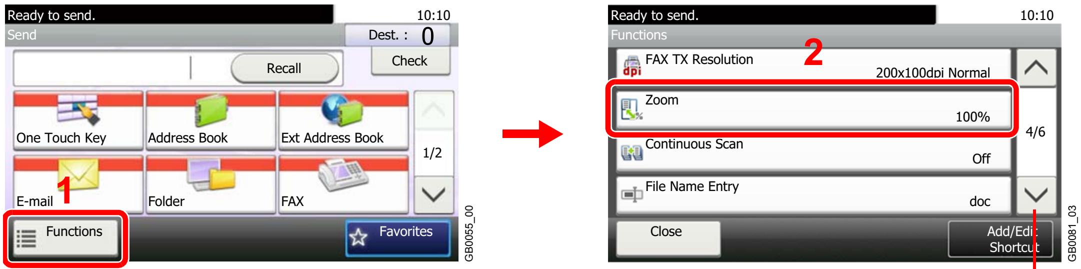
Original Size (page *3-37*), *Sending Size* (page *6-37*), *Storing Size* (page *7-14*), and Zoom are related to each other.

Refer to *Sending Size on page 6-37* and *Storing Size on page 7-14*.

1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00
Ready to send.
10:10
Functions
2
4/6
Close
Add/Edit Shortcut
GB0081_03

FAX TX Resolution 200x100dpi Normal

Zoom 100%

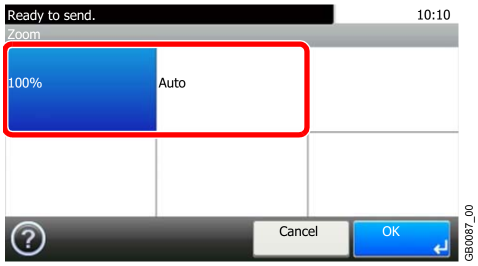
Continuous Scan Off

File Name Entry doc

Use [∨] or [∧] to scroll up and down.

Press [Functions] and then [Zoom].

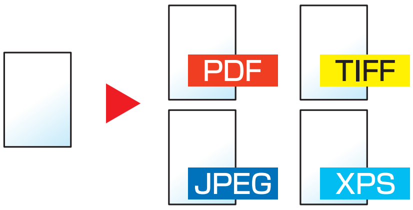
2 Select the function.


Ready to send.
10:10
Zoom
100%
Auto
Cancel
OK
GB0087_00

File Format

Send **Scan to USB**

Specify the image file format. In addition, you can adjust the image quality level.


PDF
TIFF
JPEG
XPS

PDF		Saves or sends a PDF file. You can specify the format that comply with PDF/A.
TIFF		Saves or sends a TIFF file.
JPEG		Saves or sends a JPEG file. Each page will be saved individually.
XPS		Saves or sends a file in XPS.
Others	File Format	Select from PDF, TIFF, JPEG, and XPS.
	Image Quality	Set the image quality from [1] to [5] (*Low Quality* - *High Quality*).
	PDF/A*	Set PDF/A from [PDF/A-1a] and [PDF/A-1b].

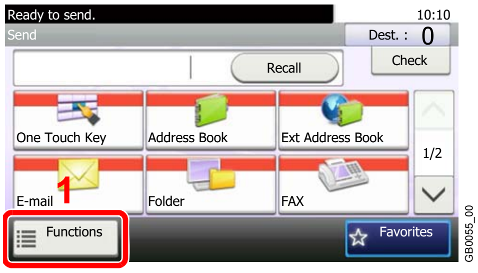
* This setting is displayed only when [PDF] has been selected as the file format.

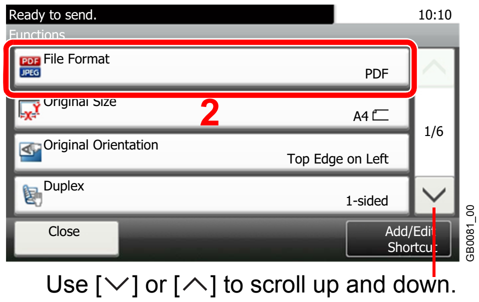
1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2

Send

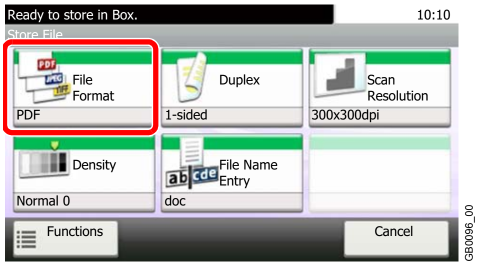

Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00


Ready to send.
10:10
Functions
2
1/6
Close
Add/Edit Shortcut
GB0081_00

File Format PDF
Original Size A4
Original Orientation Top Edge on Left
Duplex 1-sided

Use [﹀] or [︿] to scroll up and down.

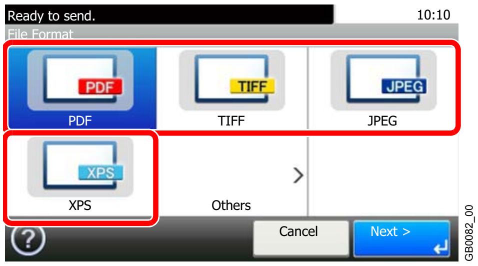
Scan to USB


Ready to store in Box.
10:10
Store File
Functions
Cancel
GB0096_00

File Format PDF
Duplex 1-sided
Scan Resolution 300x300dpi
Density Normal 0
File Name Entry doc

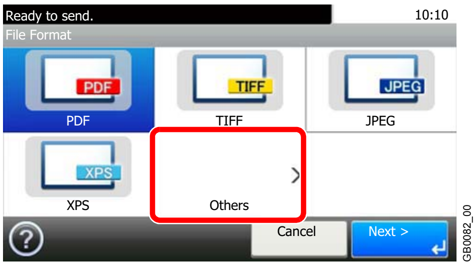
2 Select the file format.

[PDF], [TIFF], [JPEG], or [XPS]


Ready to send.
10:10
File Format
PDF
TIFF
JPEG
XPS
Others
Cancel
Next >
GB0082_00

[Others]

1


Ready to send.
10:10
File Format
PDF
TIFF
JPEG
XPS
Others
Cancel
Next >
GB0082_00

2 Select the file format.

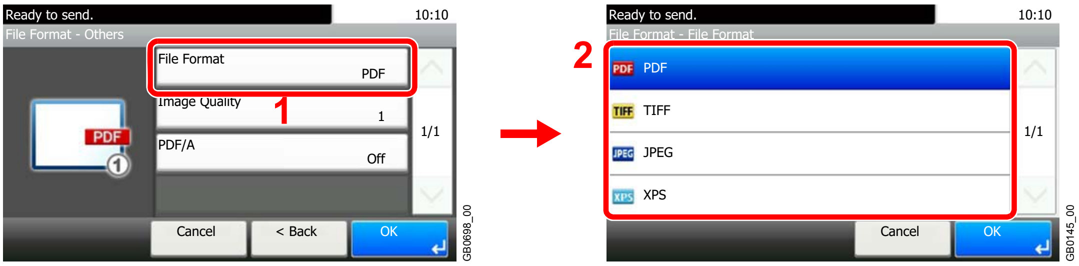

File Format: PDF

Image Quality: 1

PDF/A: Off
Ready to send.
10:10
File Format - Others
1
1/1
Cancel
< Back
OK
GB0698_00
2
Ready to send.
10:10
File Format - File Format
PDF
TIFF
JPEG
XPS
1/1
Cancel
OK
GB0145_00

3 Set the image quality.

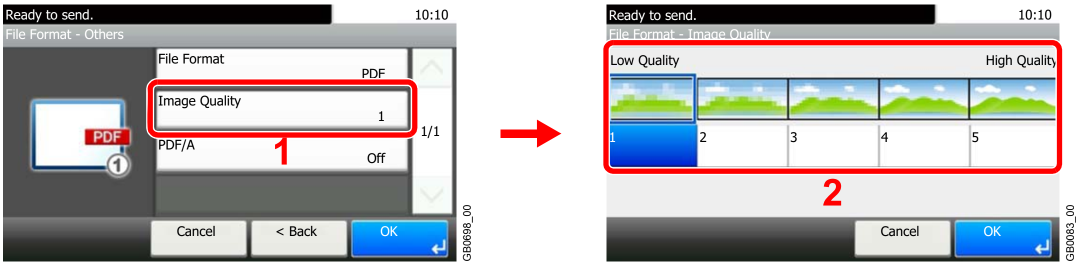

File Format: PDF

Image Quality: 1

PDF/A: Off
Ready to send.
10:10
File Format - Others
1
1/1
Cancel
< Back
OK
GB0698_00
Ready to send.
10:10
File Format - Image Quality
Low Quality
High Quality
1
2
3
4
5
2
Cancel
OK
GB0083_00

4 Set PDF/A.

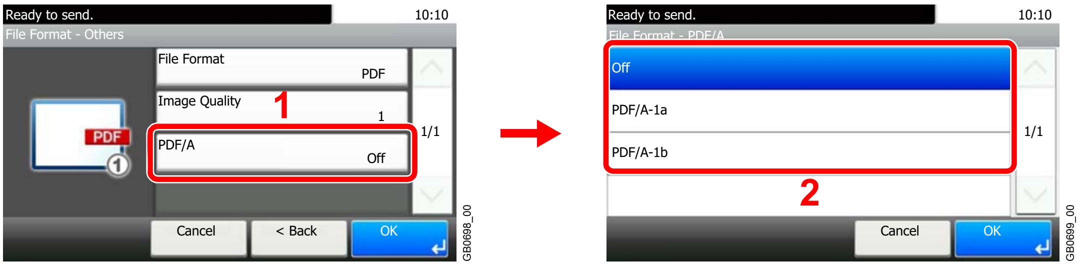

File Format: PDF

Image Quality: 1

PDF/A: Off
Ready to send.
10:10
File Format - Others
1
1/1
Cancel
< Back
OK
GB0698_00
Ready to send.
10:10
File Format - PDF/A
Off
PDF/A-1a
PDF/A-1b
2
1/1
Cancel
OK
GB0699_00

Color Selection

Send Scan to USB

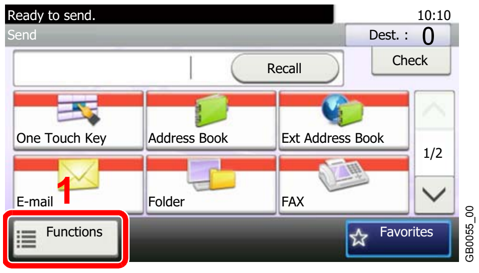
Select the color mode setting.

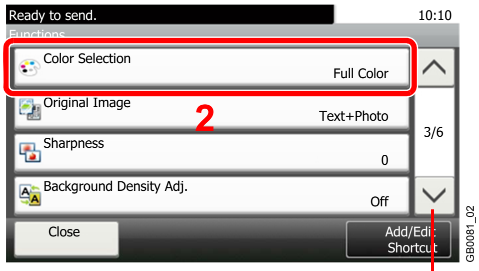
Auto (Color/Gray)	Automatically detects whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Grayscale.
Auto (Color/B & W)	Automatically recognize whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Black and White.
Full Color	Scan document in full color.
Grayscale	Scan document in grayscale for smoother and finer finish.
Black & White	Scan document in black and white. File size is smaller than Full Color or Grayscale.

1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

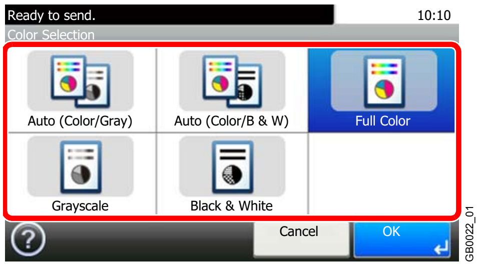
2 Press [Functions] and then [Color Selection].


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00


Ready to send.
10:10
Functions
Color Selection
Full Color
Original Image
Text+Photo
2
Sharpness
0
Background Density Adj.
Off
3/6
Close
Add/Edit Shortcut
GB0081_02

Use [﹀] or [︿] to scroll up and down.

2 Select the color mode.


Ready to send.
10:10
Color Selection
Auto (Color/Gray)
Auto (Color/B & W)
Full Color
Grayscale
Black & White
Cancel
OK
GB0022_01

Job Finish Notice

Copy **Send** **Scan to USB** **Print from USB**

Send e-mail notice when a job is complete.

User can be notified of the completion of a copy job while working at a remote desk, saving the time spent waiting beside the machine for copying to finish.

NOTE

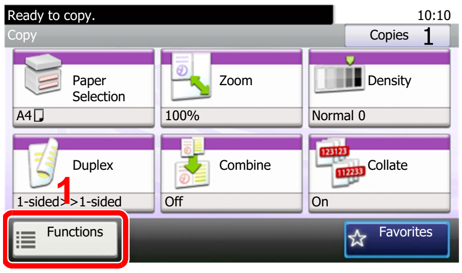
PC should be configured in advance so that E-mail can be used.

Email can be sent to a single destination.

1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2 Press [Functions] and then [Job Finish Notice].


Ready to copy. 10:10

Copy — Copies 1

Paper Selection: A4

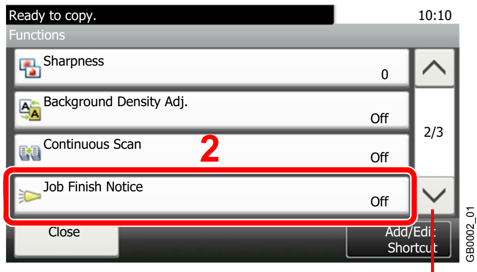
Zoom: 100%

Density: Normal 0

Duplex: 1-sided>>1-sided

Combine: Off

Collate: On
Functions
Favorites
1
GB0001_01


Ready to copy. 10:10

Functions

Sharpness: 0

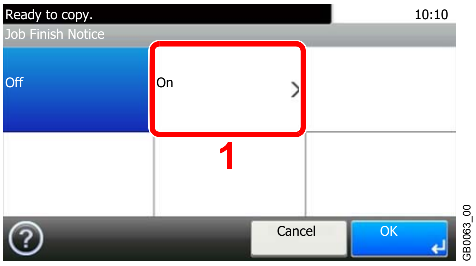
Background Density Adj.: Off

Continuous Scan: Off

Job Finish Notice: Off
2/3
Close
Add/Edit Shortcut
2
GB0002_01

Use [∨] or [∧] to scroll up and down.

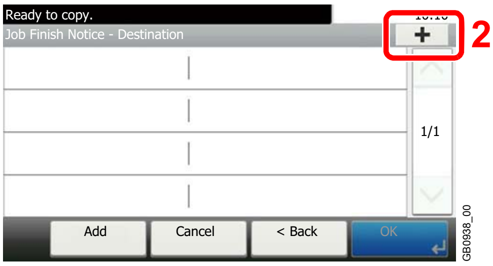
2 Select the function.


Ready to copy. 10:10

Job Finish Notice

Off

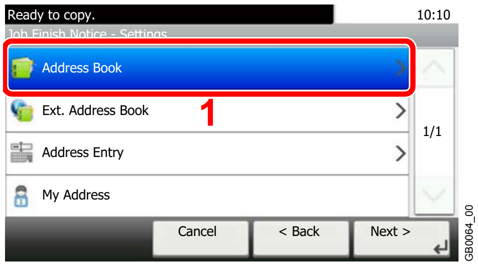
On
Cancel
OK
1
GB0063_00


Ready to copy. 10:10

Job Finish Notice - Destination
+
1/1
Add
Cancel
< Back
OK
2
GB0938_00

3 Select the destination.

Select an e-mail address from the address book.


Ready to copy. 10:10

Job Finish Notice - Settings

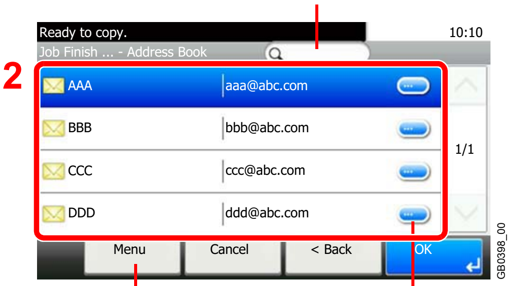
Address Book

Ext. Address Book

Address Entry

My Address
1/1
Cancel
< Back
Next >
1
GB0064_00

Searches by destination name.


Ready to copy. 10:10

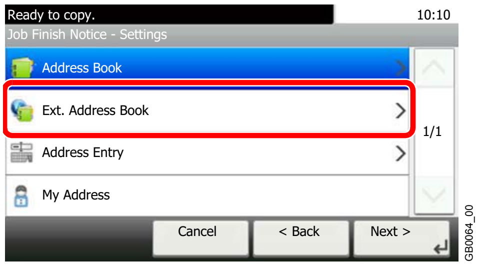
Job Finish ... - Address Book

AAA	aaa@abc.com
BBB	bbb@abc.com
CCC	ccc@abc.com
DDD	ddd@abc.com
1/1
Menu
Cancel
< Back
OK
2
GB0398_00

Allows you to search for and sort destinations.

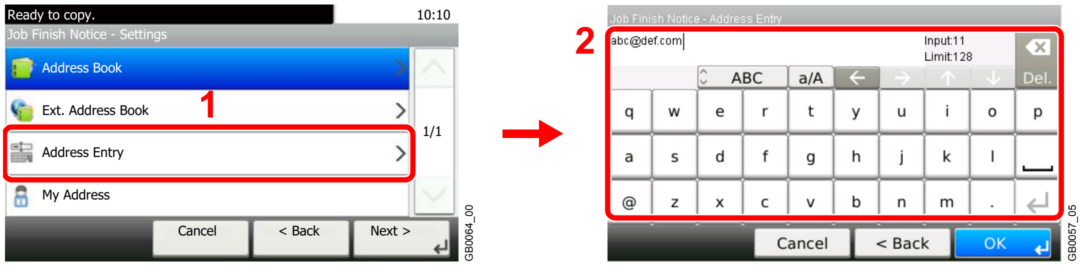
Displays details for individual destinations.

Select the e-mail address from an external address book.


Ready to copy.
10:10
Job Finish Notice - Settings
Address Book
Ext. Address Book
Address Entry
My Address
1/1
Cancel
< Back
Next >
GB0064_00

For details on the External Address Book, refer to *KYOCERA COMMAND CENTER Operation Guide*.

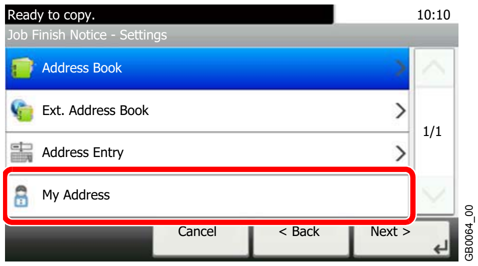
Enter the e-mail address directly.


Ready to copy.
10:10
Job Finish Notice - Settings
Address Book
Ext. Address Book
1
Address Entry
My Address
1/1
Cancel
< Back
Next >
GB0064_00
2
Job Finish Notice - Address Entry
abc@def.com
Input:11
Limit:128
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
< Back
OK
GB0057_05

Up to 128 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

Uses the e-mail address of the logged in user.


Ready to copy.
10:10
Job Finish Notice - Settings
Address Book
Ext. Address Book
Address Entry
My Address
1/1
Cancel
< Back
Next >
GB0064_00

This setting is displayed when using user login administration.

4 Accept the destinations.

Press [OK].

File Name Entry

Copy Send Scan to USB

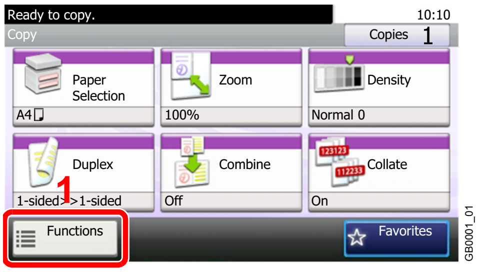
Add a file name. Additional information such as Job No. and Date and Time can also be set. You can check a job history or job status using the job name, date and time, or job number specified here.

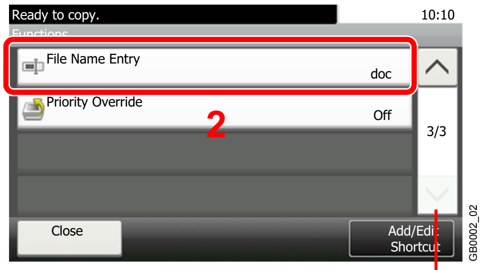
1 Display the screen.

1 Referring to *Using Various Functions on page 3-35*, display the screen.

2

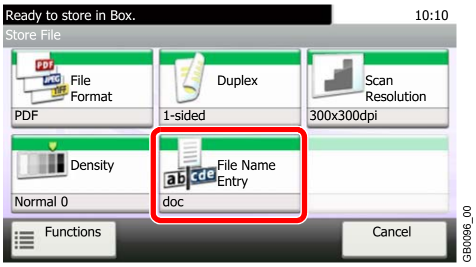
Copy/Send


Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
1
GB0001_01

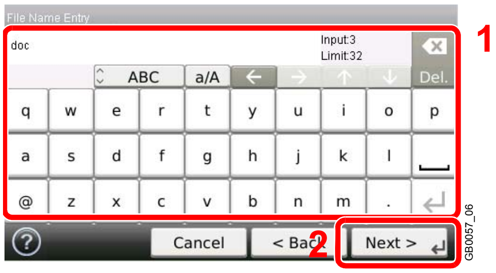

Ready to copy.
10:10
Functions
File Name Entry
doc
Priority Override
Off
2
3/3
Close
Add/Edit Shortcut
GB0002_02

Use [∨] or [∧] to scroll up and down.

Scan to USB


Ready to store in Box.
10:10
Store File
File Format
PDF
Duplex
1-sided
Scan Resolution
300x300dpi
Density
Normal 0
File Name Entry
doc
Functions
Cancel
GB0096_00

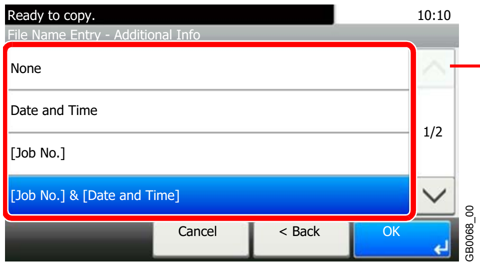
2 Enter the name.


File Name Entry
doc
Input:3
Limit:32
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
< Back
Next >
1
2
GB0057_06

Up to 32 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

3 Add other information.


Ready to copy.
10:10
File Name Entry - Additional Info
None
Date and Time
[Job No.]
[Job No.] & [Date and Time]
1/2
Cancel
< Back
OK
GB0068_00

Use [∨] or [∧] to scroll up and down.

Priority Override

Copy **Print from USB**

Suspend the current job and give a new job top priority. The suspended job resumes after the other job is finished.

NOTE

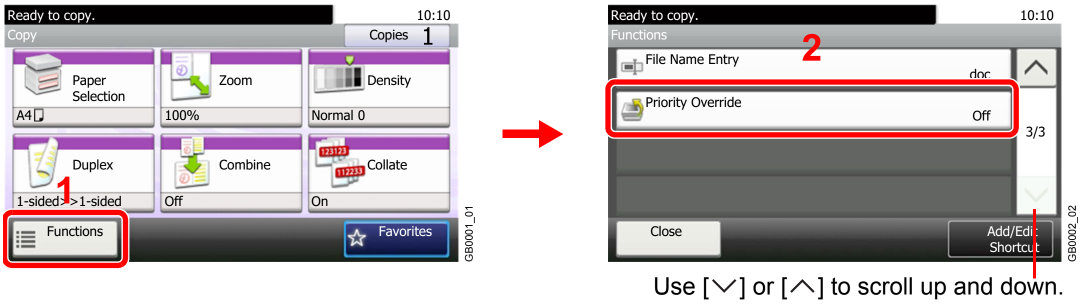
This function is not available if current job was an override.

Priority override may not be available depending on the status of the current print job and memory usage.

1 Display the screen.

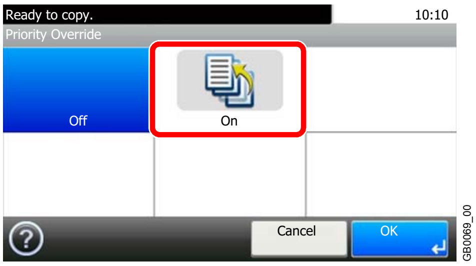
1 Referring to *Using Various Functions on page 3-35*, display the screen.

2 Press [Functions] and then [Priority Override].


Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
1
Functions
Favorites
GB0001_01
Ready to copy.
10:10
Functions
2
File Name Entry
doc
Priority Override
Off
3/3
Close
Add/Edit Shortcut
GB0002_02

Use [﹀] or [︿] to scroll up and down.

2 Select the function.


Ready to copy.
10:10
Priority Override
Off
On
Cancel
OK
GB0069_00

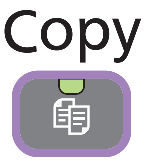
4 Copying

This chapter explains the following topics:

Basic Operation 4-2
Copying Functions 4-4
  Zoom 4-5
  Duplex 4-7
  Combine 4-10
  EcoPrint 4-13

Basic Operation

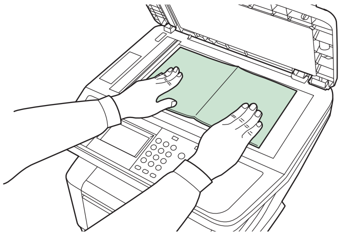
1 Press the Copy key

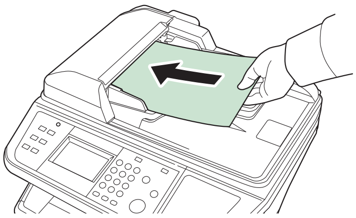


NOTE

If the touch panel is turned off, press the **Power** key and wait for the machine to warm up.

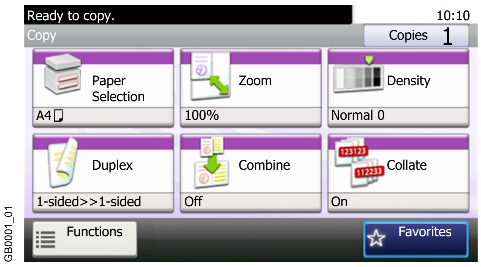
2 Place the originals





For details, refer to *Loading Originals on page 3-12*.

3 Selecting the functions


Ready to copy.
10:10
Copy
Functions
Favorites
GB0001_01

Copies 1

Paper Selection: A4

Zoom: 100%

Density: Normal 0

Duplex: 1-sided>>1-sided

Combine: Off

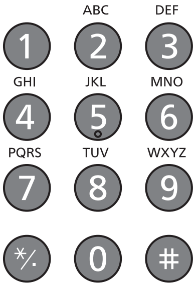
Collate: On

Select the copier's functions to use.

Press [Functions] to display other functions.

Refer to *Copying Functions on page 4-4*.

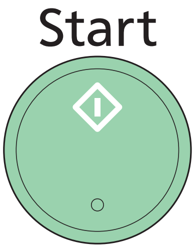
4 Entering the copy quantity


ABC
DEF
1
2
3
GHI
JKL
MNO
4
5
6
PQRS
TUV
WXYZ
7
8
9
*/.
0
#

NOTE

Press the **Clear** key to change the copy quantity.

5 Start copying



Press the **Start** key to start copying.

Copying Functions

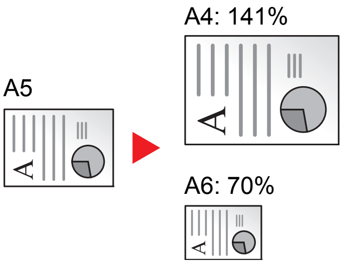
Copy screen shows the commonly used functions. By pressing [Functions], other selectable functions will be shown as a list. Use [﹀] or [︿] to select the function.

What do you want to do?	Reference Page
Specify the paper size and type.	Paper Selection ▶ page 3-43
Reduce or enlarge the original.	Zoom ▶ page 4-5
Adjust the density.	Density ▶ page 3-45
Copy on both sides of the paper.	Duplex ▶ page 4-7
Combine 2 or 4 originals into 1 sheet.	Combine ▶ page 4-10
Collate the output documents in page order.	Collate ▶ page 3-44
Specify the original size.	Original Size ▶ page 3-37
Specify the original orientation to scan in the correct direction.	Original Orientation ▶ page 3-38
Select original image type for best results.	Original Image ▶ page 3-47
Save toner when printing.	EcoPrint ▶ page 4-13
Emphasize the outline of texts or lines. Blur the image outline.	Sharpness ▶ page 3-48
Darken or lighten the background (i.e., the area with no text or images) of originals.	Background Density Adjust ▶ page 3-49
Scan a large number of originals separately and then produce as one job.	Continuous Scan ▶ page 3-41
Send notice by e-mail when a job is complete.	Job Finish Notice ▶ page 3-54
Add a file name to the job to easily check its status.	File Name Entry ▶ page 3-56
Suspend the current job and override it to give a new job top priority.	Priority Override ▶ page 3-57

Zoom

Adjust the zoom to reduce or enlarge the image.

Auto



Adjusts the image to match the paper size.

Standard Zoom

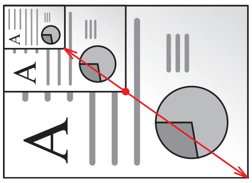
Adjusts the image to match present sizes.

Model	Zoom Level (Original Copy)	Model	Zoom Level (Original Copy)
Inch Models	400% (Max.) 200% 129% (STMT >> Letter) 100% 78% (Legal >> Letter) 64% (Letter >> STMT) 50% 25% (Min.)	Metric Models	400% (Max.) 200% 141% (A5 >> A4) 100% 90% (Folio >> A4) 70% (A4 >> A5) 50% 25% (Min.)

Standard Zoom (Other)

Model	Zoom Level (Original Copy)	Model	Zoom Level (Original Copy)
Inch Models	141% (A5 >> A4) 115% (B5 >> A4) 90% (Folio >> 86% (A4 >> B5) 70% (A4 >> A5)	Metric Models	129% (STMT >> Letter) 115% (B5 >> A4) 86% (A4 >> B5) 78% (Legal >> Letter) 64% (Letter >> STMT)

Zoom Entry

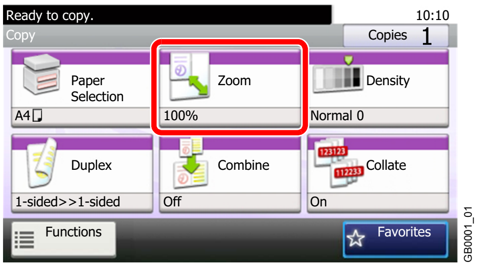


Specify the image size in 1% increment between 25% - 400% of the original.

1 Display the screen.

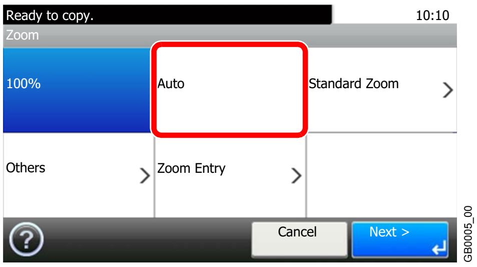
1 Referring to *Basic Operation on page 4-2*, display the screen.

2

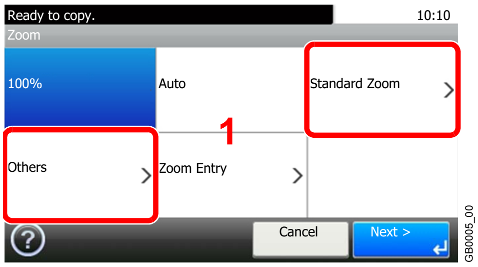

Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
GB0001_01

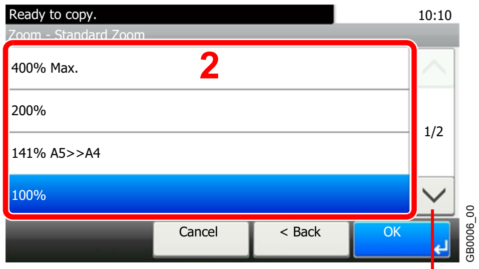
2 Select the function.

[Auto]


Ready to copy.
10:10
Zoom
100%
Auto
Standard Zoom
Others
Zoom Entry
Cancel
Next >
GB0005_00

[Standard Zoom], [Others]

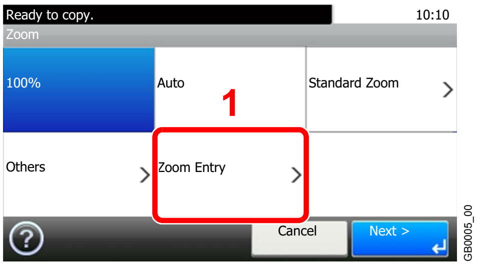

Ready to copy.
10:10
Zoom
100%
Auto
Standard Zoom
1
Others
Zoom Entry
Cancel
Next >
GB0005_00

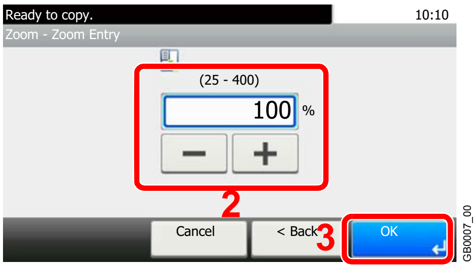

Ready to copy.
10:10
Zoom - Standard Zoom
400% Max.
2
200%
1/2
141% A5>>A4
100%
Cancel
< Back
OK
GB0006_00

Use [﹀] or [︿] to scroll up and down.

Select the zoom level.

[Zoom Entry]

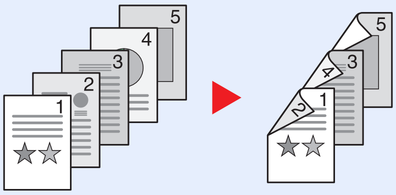
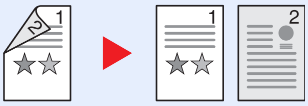
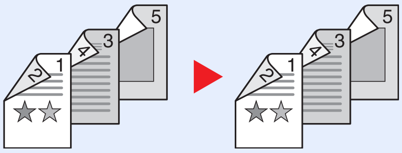
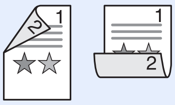
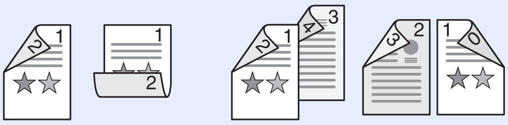

Ready to copy.
10:10
Zoom
100%
Auto
Standard Zoom
1
Others
Zoom Entry
Cancel
Next >
GB0005_00


Ready to copy.
10:10
Zoom - Zoom Entry
(25 - 400)
100
%
2
Cancel
< Back
3
OK
GB0007_00

Enter the magnification.

Duplex

Copy 2-sided documents.

1-sided>>1-sided			Prints 1-sided to 1-sided.
1-sided>>2-sided 			Prints 1-sided to 2-sided.
2-sided>>1-sided 			Prints 2-sided to 1-sided.
2-sided>>2-sided 			Prints 2-sided to 2-sided.
Others	Duplex	1-sided>>1-sided	Prints 1-sided to 1-sided.
		1-sided>>2-sided	Prints 1-sided to 2-sided.
		2-sided>>1-sided	Prints 2-sided to 1-sided.
		2-sided>>2-sided	Prints 2-sided to 2-sided.
	Binding in Original 		If you choose a 2-sided sheet original, select the binding edge of the originals.
	Binding in Finishing 		If you choose a 2-sided copy, select the binding edge of the finished copies.
	Original Orientation*		Select the orientation of the original document top edge to scan correct direction.

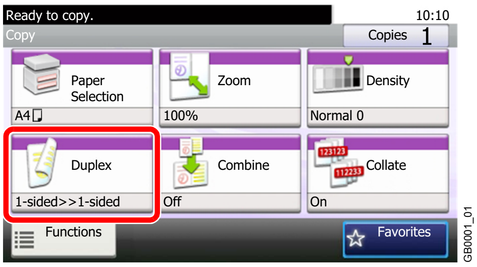
* This item is not displayed when [1-sided>>1-sided] is selected.

NOTE
The paper sizes supported in Two-sided to Two-sided are Letter, Legal, Executive, Statement, Oficio II, A4, A5, B5 and Folio.

1 Display the screen.

1 Referring to *Basic Operation on page 4-2*, display the screen.

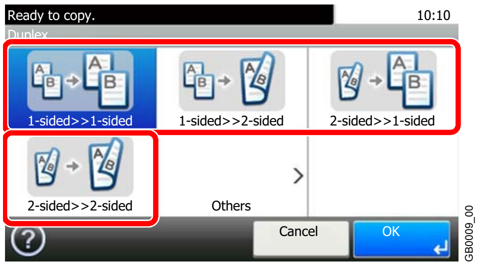
2


Ready to copy.
10:10
Copy
Copies 1
Paper Selection
Zoom
Density
Duplex
Combine
Collate
Functions
Favorites
GB0001_01

Paper Selection A4
Zoom 100%
Density Normal 0
Duplex 1-sided>>1-sided
Combine Off
Collate On

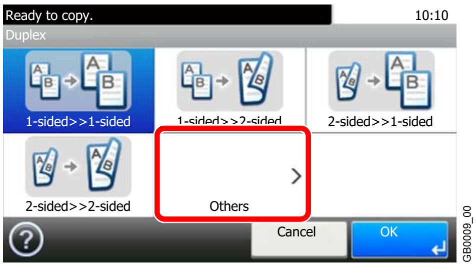
2 Select the function.

[1-sided>>1-sided], [1-sided>>2-sided], [2-sided>>1-sided], or [2-sided>>2-sided]

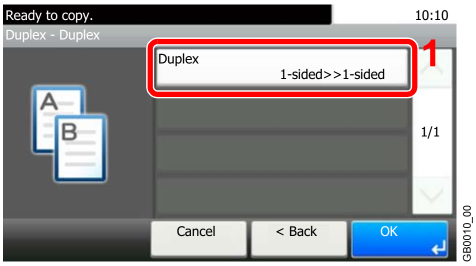

Ready to copy.
10:10
Duplex
1-sided>>1-sided
1-sided>>2-sided
2-sided>>1-sided
2-sided>>2-sided
Others
Cancel
OK
GB0009_00

[Others]

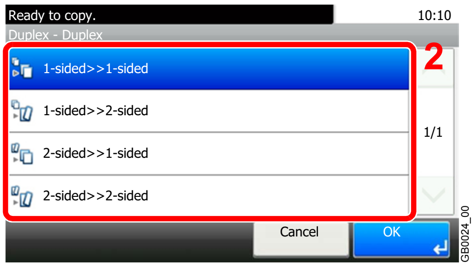
1


Ready to copy.
10:10
Duplex
1-sided>>1-sided
1-sided>>2-sided
2-sided>>1-sided
2-sided>>2-sided
Others
Cancel
OK
GB0009_00

2 Select the desired Duplex option.

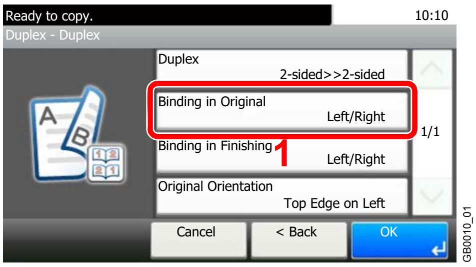

Ready to copy.
10:10
Duplex - Duplex
1
1/1
Cancel
< Back
OK
GB0010_00

Duplex 1-sided>>1-sided

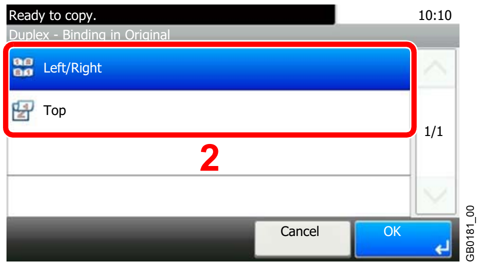

Ready to copy.
10:10
Duplex - Duplex
2
1-sided>>1-sided
1-sided>>2-sided
2-sided>>1-sided
2-sided>>2-sided
1/1
Cancel
OK
GB0024_00

If you choose a 2-sided sheet, proceed to Step **3**. If you choose duplex, proceed to Step **4**.

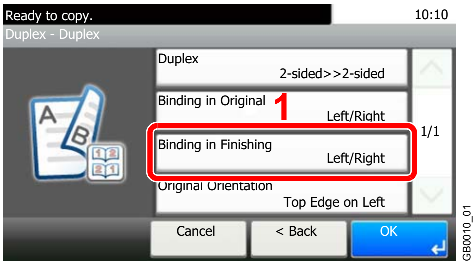
3 Select the binding edge of the originals.


Ready to copy.
10:10
Duplex - Duplex
1
1/1
Cancel
< Back
OK
GB0010_01

Duplex 2-sided>>2-sided
Binding in Original Left/Right
Binding in Finishing Left/Right
Original Orientation Top Edge on Left


Ready to copy.
10:10
Duplex - Binding in Original
Left/Right
Top
2
1/1
Cancel
OK
GB0181_00

4 Select the binding edge of the finished copies.



Ready to copy.

Duplex - Duplex

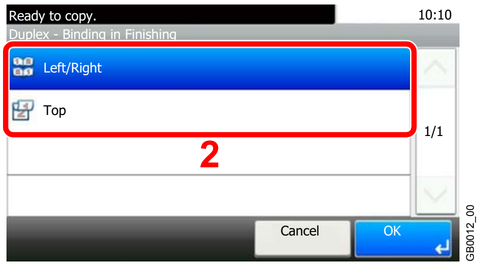
Duplex 2-sided>>2-sided

Binding in Original Left/Right

Binding in Finishing Left/Right

Original Orientation Top Edge on Left

10:10
1
1/1
Cancel
< Back
OK
GB0010_01



Ready to copy.

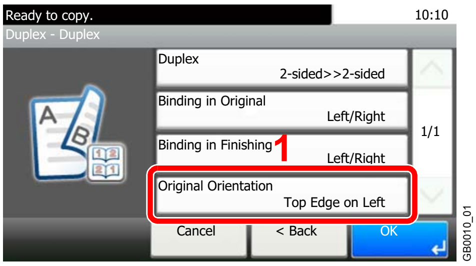
Duplex - Binding in Finishing

Left/Right

Top

10:10
2
1/1
Cancel
OK
GB0012_00

5 Select the original orientation.



Ready to copy.

Duplex - Duplex

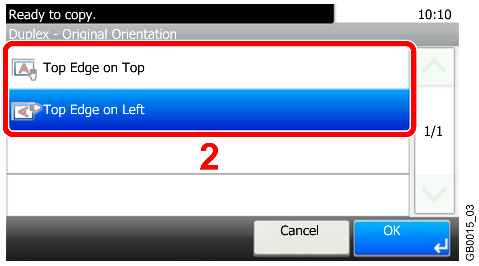
Duplex 2-sided>>2-sided

Binding in Original Left/Right

Binding in Finishing Left/Right

Original Orientation Top Edge on Left

10:10
1
1/1
Cancel
< Back
OK
GB0010_01



Ready to copy.

Duplex - Original Orientation

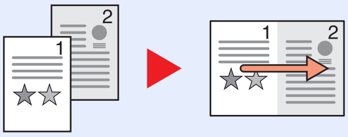
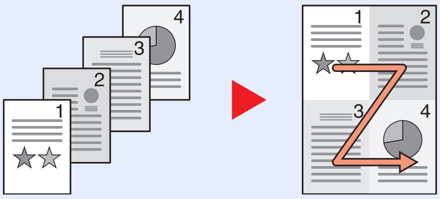
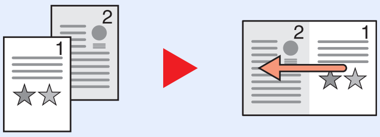
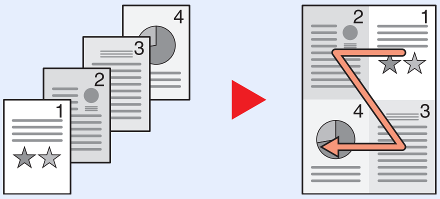
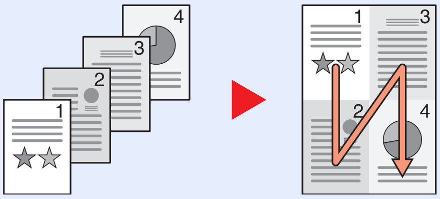
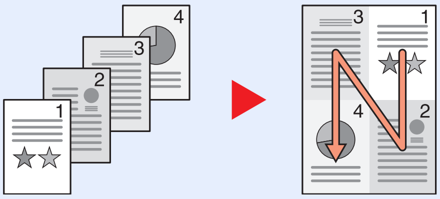
Top Edge on Top

Top Edge on Left

10:10
2
1/1
Cancel
OK
GB0015_03

Combine

Combine 2 or 4 original sheets into 1 copied page. You can select the page layout or the type of boundary lines around the pages.

2 in 1 			Copies 2 originals onto each page.
4 in 1 			Copies 4 originals onto each page.
Other Settings	Combine	2 in 1 (L to R/T to B)	Copies 2 originals onto each page.
		2 in 1 (R to L/B to T) 	
		4 in 1 (Right then Down)	Copies 4 originals onto each page.
		4 in 1 (Left then Down) 	
		4 in 1 (Down then Right) 	
		4 in 1 (Down then Left) 	
	Border Line		Sets the boundary line type to a solid line, dotted line, or positioning mark.
	Original Orientation		Select the orientation of the original document top edge to scan correct direction.

NOTE

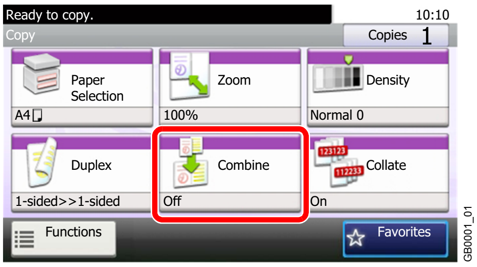
Combine mode is available for the copy paper sizes of A4, A5, B5, Folio, Letter, Legal, Statement, Oficio II and 16K.

When placing the original on the platen, be sure to copy the originals in page order.

1 Display the screen.

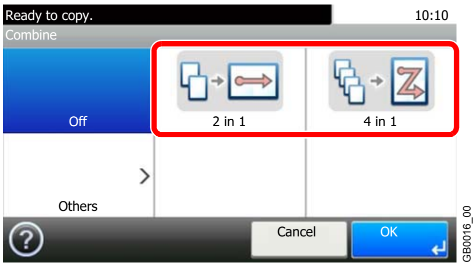
1 Referring to *Basic Operation on page 4-2*, display the screen.

2


Ready to copy.
10:10
Copy
Copies 1
Paper Selection
A4
Zoom
100%
Density
Normal 0
Duplex
1-sided>>1-sided
Combine
Off
Collate
On
Functions
Favorites
GB0001_01

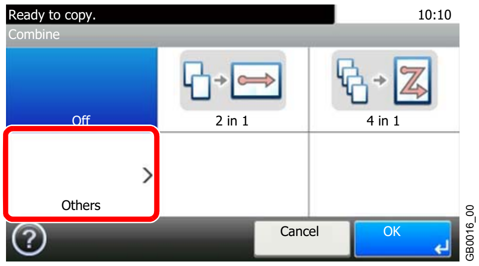
2 Select the function.

[2 in 1] or [4 in 1]

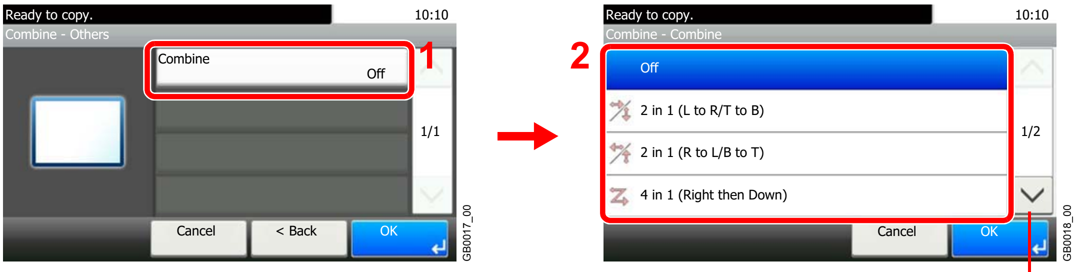

Ready to copy.
10:10
Combine
Off
2 in 1
4 in 1
Others
Cancel
OK
GB0016_00

[Others]

1

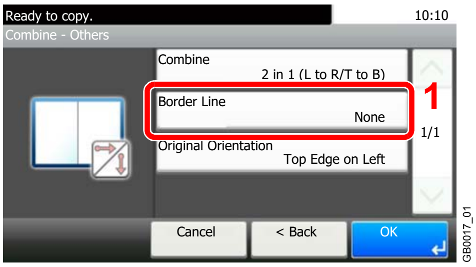

Ready to copy.
10:10
Combine
Off
2 in 1
4 in 1
Others
Cancel
OK
GB0016_00

2 Select the desired Combine option.


Ready to copy.
10:10
Combine - Others
Combine
Off
1
1/1
Cancel
< Back
OK
GB0017_00
2
Ready to copy.
10:10
Combine - Combine
Off
2 in 1 (L to R/T to B)
2 in 1 (R to L/B to T)
4 in 1 (Right then Down)
1/2
Cancel
OK
GB0018_00

Use [∨] or [∧] to scroll up and down.

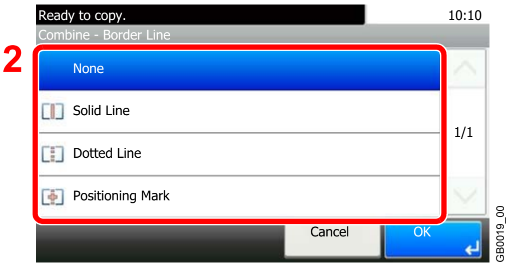
3 Sets the boundary line type.



Ready to copy. 10:10
Combine - Others

Combine 2 in 1 (L to R/T to B)
Border Line None
Original Orientation Top Edge on Left
1/1

Cancel | < Back | OK

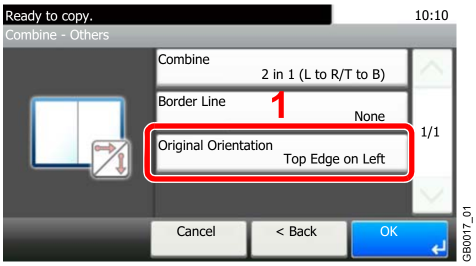


Ready to copy. 10:10
Combine - Border Line

None
Solid Line
Dotted Line
Positioning Mark
1/1

Cancel | OK

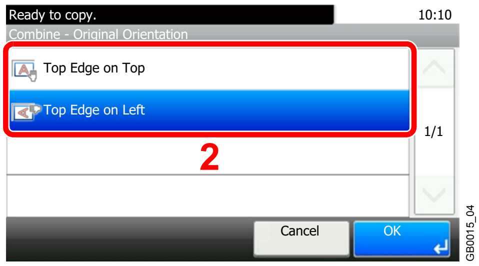
4 Select the original orientation.



Ready to copy. 10:10
Combine - Others

Combine 2 in 1 (L to R/T to B)
Border Line None
Original Orientation Top Edge on Left
1/1

Cancel | < Back | OK



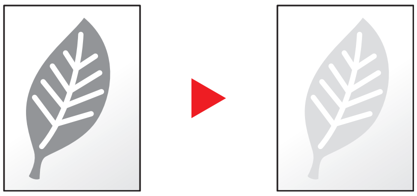
Ready to copy. 10:10
Combine - Original Orientation

Top Edge on Top
Top Edge on Left
1/1

Cancel | OK

EcoPrint

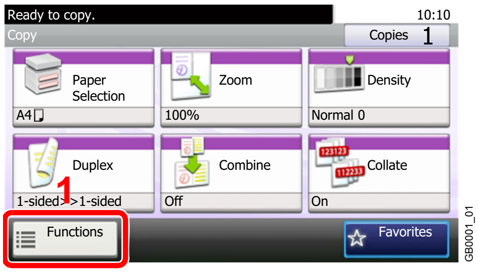
Use EcoPrint to save toner when printing. Use this function for test copies or any other occasion when high quality print is not required.



1 Display the screen.

1 Referring to *Basic Operation on page 4-2*, display the screen.

2



Ready to copy. 10:10

Copy — Copies 1

Paper Selection: A4

Zoom: 100%

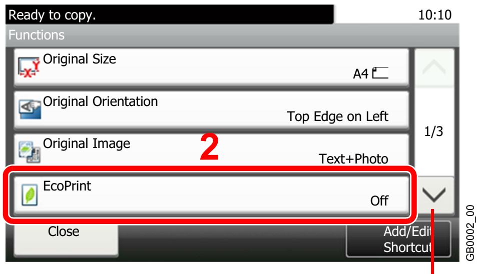
Density: Normal 0

Duplex: 1-sided>>1-sided

Combine: Off

Collate: On

1
Functions
Favorites
GB0001_01



Ready to copy. 10:10

Functions

Original Size: A4

Original Orientation: Top Edge on Left

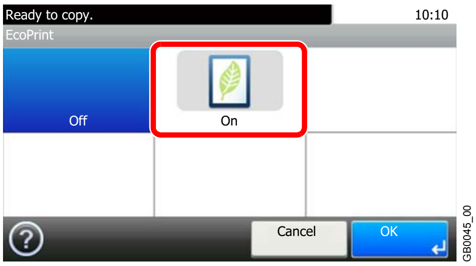
Original Image: Text+Photo

EcoPrint: Off

2
1/3
Close
Add/Edit Shortcut
GB0002_00

Use [∨] or [∧] to scroll up and down.

2 Select the function.



Ready to copy. 10:10

EcoPrint

Off
On
Cancel
OK
GB0045_00

5 Printing

This chapter explains the following topics:

Printing from Applications 5-2
Printing Data Saved on the Printer 5-5
    Private Print 5-5
    Proof and Hold 5-7
    Automatic Delete Setting for Temporary Documents 5-10

Printing from Applications

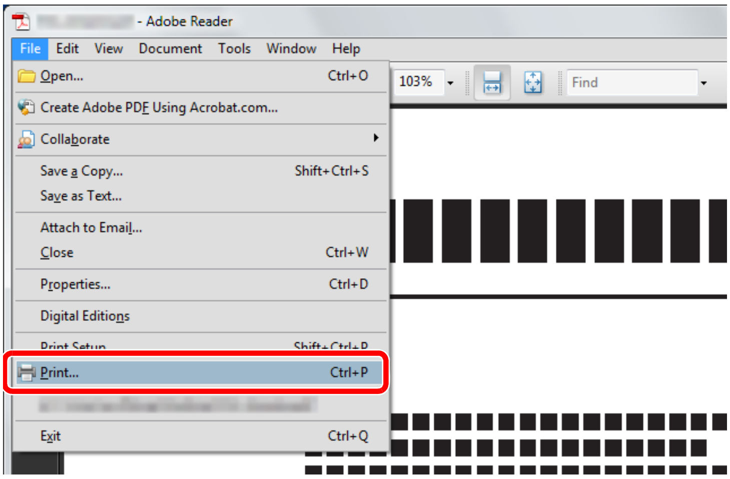
This section provides basic instructions for printing documents. Instructions are based on interface elements as they appear in Windows 7.

You can print documents created on your computer once you install the printer driver from the included DVD (Product Library).

Refer to *Installing Software on page 2-13*.

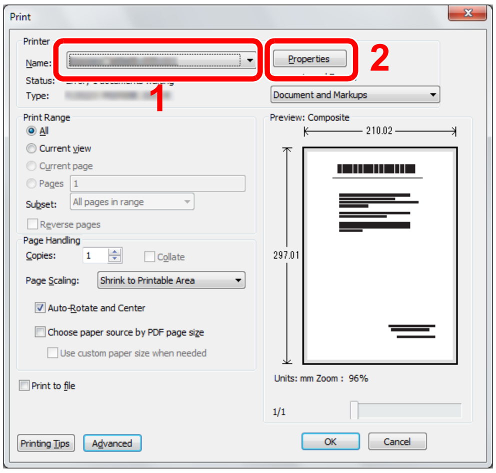
For more information about how to configure advanced printer driver settings and print documents, refer to the *Printer Driver Operation Guide* on the DVD.

1 Display the window.


- Adobe Reader
File
Edit
View
Document
Tools
Window
Help
Open... Ctrl+O
Create Adobe PDF Using Acrobat.com...
Collaborate
Save a Copy... Shift+Ctrl+S
Save as Text...
Attach to Email...
Close Ctrl+W
Properties... Ctrl+D
Digital Editions
Print Setup... Shift+Ctrl+P
Print... Ctrl+P
Exit Ctrl+Q
103%
Find

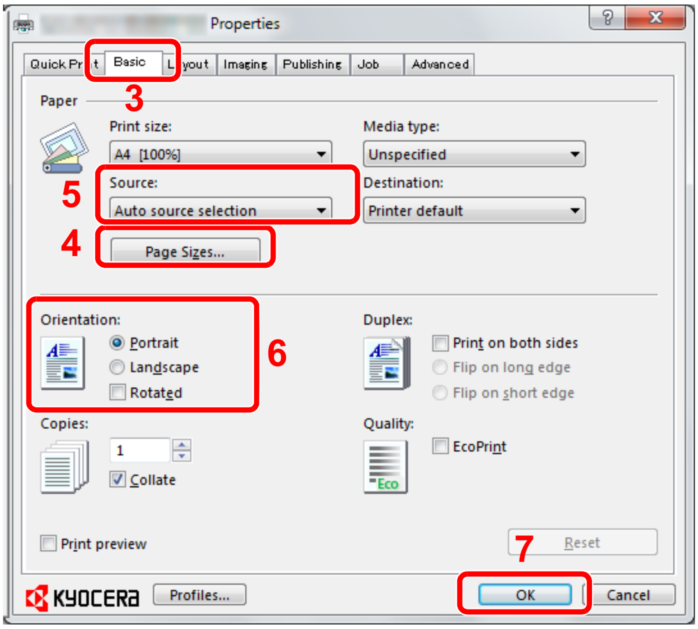
Click **File** and select **Print** in the application.

2 Configure the printer.


Print
Printer
Name:
Status:
Type:
Properties
2
1
Document and Markups
Print Range
All
Current view
Current page
Pages 1
Subset: All pages in range
Reverse pages
Page Handling
Copies: 1
Collate
Page Scaling: Shrink to Printable Area
Auto-Rotate and Center
Choose paper source by PDF page size
Use custom paper size when needed
Print to file
Preview: Composite
210.02
297.01
Units: mm Zoom : 96%
1/1
Printing Tips
Advanced
OK
Cancel

1 Select the printer.

2 Click **Properties** button.


Properties
Quick Print
Basic
Layout
Imaging
Publishing
Job
Advanced
3
Paper
Print size:
A4 [100%]
Media type:
Unspecified
5
Source:
Auto source selection
Destination:
Printer default
4
Page Sizes...
Orientation:
○ Portrait
○ Landscape
☐ Rotated
6
Duplex:
☐ Print on both sides
○ Flip on long edge
○ Flip on short edge
Copies:
1
☑ Collate
Quality:
☐ EcoPrint
Eco
☐ Print preview
7
Reset
KYOCERA
Profiles...
OK
Cancel

3 Select the **Basic** tab.

4 Click **Page Sizes** button to select the paper size.

To print on the special paper such as recycled paper, click the **Media Type** menu and select the media type.

5 Click **Source** and select the paper source.

NOTE

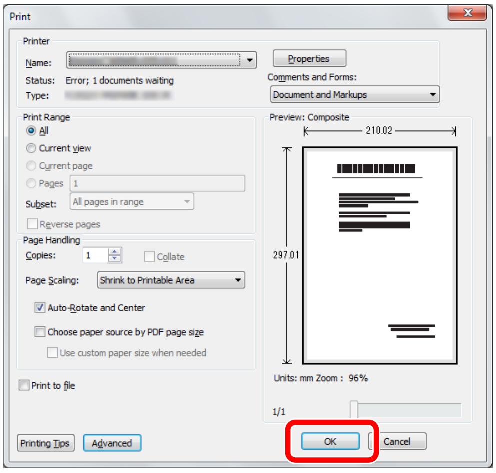
If you choose **Auto Select**, papers are supplied automatically from the paper source loaded with paper of optimum size and type.

To print on special paper such as envelope or labels, place it on the multi purpose tray and select **MP Tray**.

6 Select paper orientation, either **Portrait** or **Landscape**, to match the orientation of the document. Selecting **Rotate** will print the document rotated 180°.

7 Click **OK** button to return to the **Print** dialog box.

3 Start printing.



Status: Error; 1 documents waiting

Comments and Forms: Document and Markups

Print Range: ● All

Pages 1

Subset: All pages in range

Copies: 1

Page Scaling: Shrink to Printable Area

☑ Auto-Rotate and Center

☐ Choose paper source by PDF page size

Preview: Composite

Units: mm Zoom : 96%

Print
Printer
Name:
Type:
Properties
○ Current view
○ Current page
○ Pages
☐ Reverse pages
Page Handling
☐ Collate
☐ Use custom paper size when needed
☐ Print to file
210.02
297.01
1/1
Printing Tips
Advanced
OK
Cancel

Click **OK** button.

NOTE

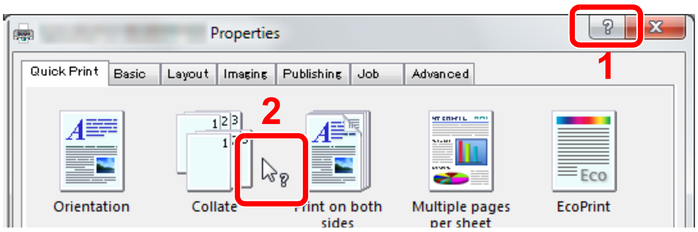
Click the tabs on the print settings screen and configure the print settings as necessary. For more information, refer to the *Printer Driver Operation Guide*.

Printing Using Half Speed Mode

When printing on a paper with a smooth surface or thick paper, adjust the printing speed using the printer driver. For details, refer to *Printer Driver Operation Guide*.

Printer Driver Help

The printer driver includes Help. To learn more about print settings, display the printer driver print settings screen and display Help using either of the methods explained below.



Properties
?
1
Quick Print
Basic
Layout
Imaging
Publishing
Job
Advanced
2
Orientation
Collate
Print on both sides
Multiple pages per sheet
EcoPrint
Eco

- Click the **?** button in the upper right corner of the screen and then click the item you want to know about.
- Click the item you want to know about and press the [F1] key on your keyboard.

Printing Data Saved on the Printer

Print data can be saved in the machine's Job Box and printed when needed.

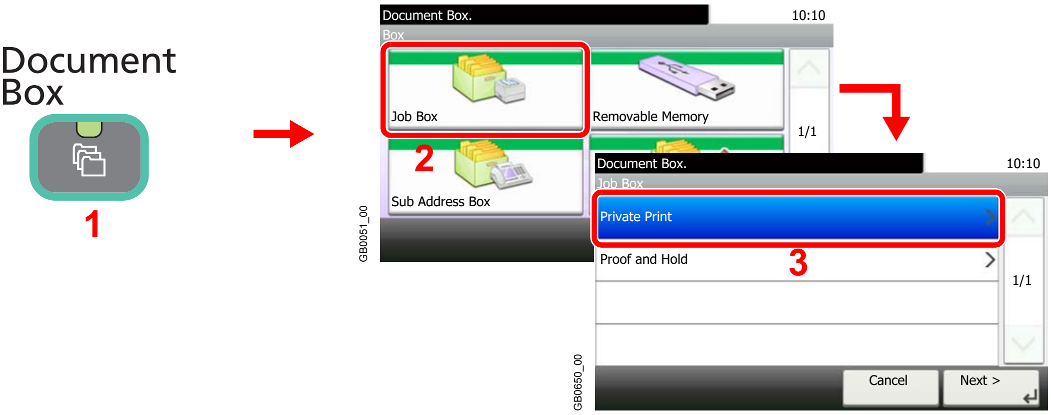
Private Print

Private Print stores the print data which is printed by using the printer driver as a Private Print.
Refer to the *Printer Driver Operation Guide* on how to print a job as Private Print using the printer driver.

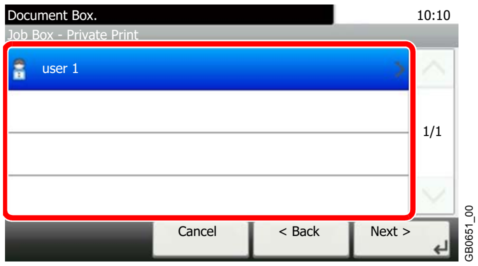
NOTE
RAM disk mode must be enabled.

For details, refer to *RAM Disk Setting on page 9-22*.

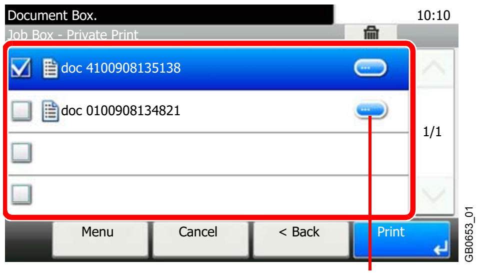
1 Display the screen.


Document Box
1
Document Box.
10:10
Box
Job Box
Removable Memory
2
Sub Address Box
1/1
GB0051_00
Document Box.
10:10
Job Box
Private Print
Proof and Hold
3
1/1
Cancel
Next >
GB0650_00

2 Select the creator of the document to print.


Document Box.
10:10
Job Box - Private Print
user 1
1/1
Cancel
< Back
Next >
GB0651_00

3 Select the document.

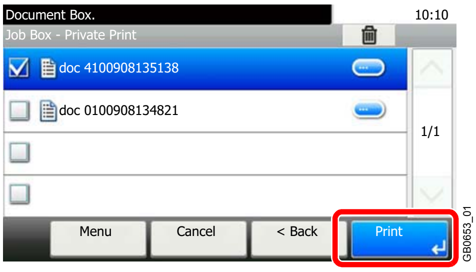

Document Box.
10:10
Job Box - Private Print
☑ doc 4100908135138
☐ doc 0100908134821
☐
☐
1/1
Menu
Cancel
< Back
Print
GB0653_01

Displays details for individual documents.

4 Print and delete the document.

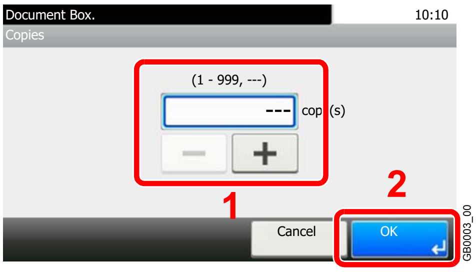
To print the document

1


Document Box.
10:10
Job Box - Private Print
☑ doc 4100908135138
☐ doc 0100908134821
☐
☐
1/1
Menu
Cancel
< Back
Print
GB0653_01

NOTE
The password entry screen will be displayed. Enter the password using the numeric keys.

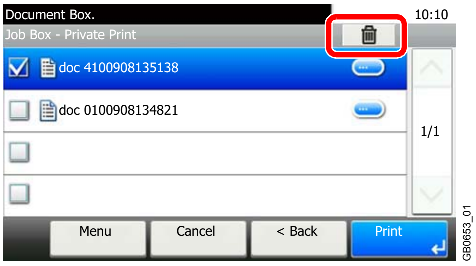
2


Document Box.
10:10
Copies
(1 - 999, ---)
---
cop(s)
1
2
Cancel
OK
GB0003_00

Specify the number of copies to print as desired. When using the number of copies specified with print job, select “---”.

Upon completion of printing, the Private Print job is automatically deleted.

To delete


Document Box.
10:10
Job Box - Private Print
☑ doc 4100908135138
☐ doc 0100908134821
☐
☐
1/1
Menu
Cancel
< Back
Print
GB0653_01

Select the document you wish to delete and press [(Delete)] (the trash can icon).

NOTE
The password entry screen will be displayed. Enter the password using the numeric keys.

Proof and Hold

Proof and Hold stores the print data which is printed by using the printer driver as a Proof and Hold Print job.
Refer to the *Printer Driver Operation Guide* on how to print a job as Proof and Hold Print job using the printer driver.

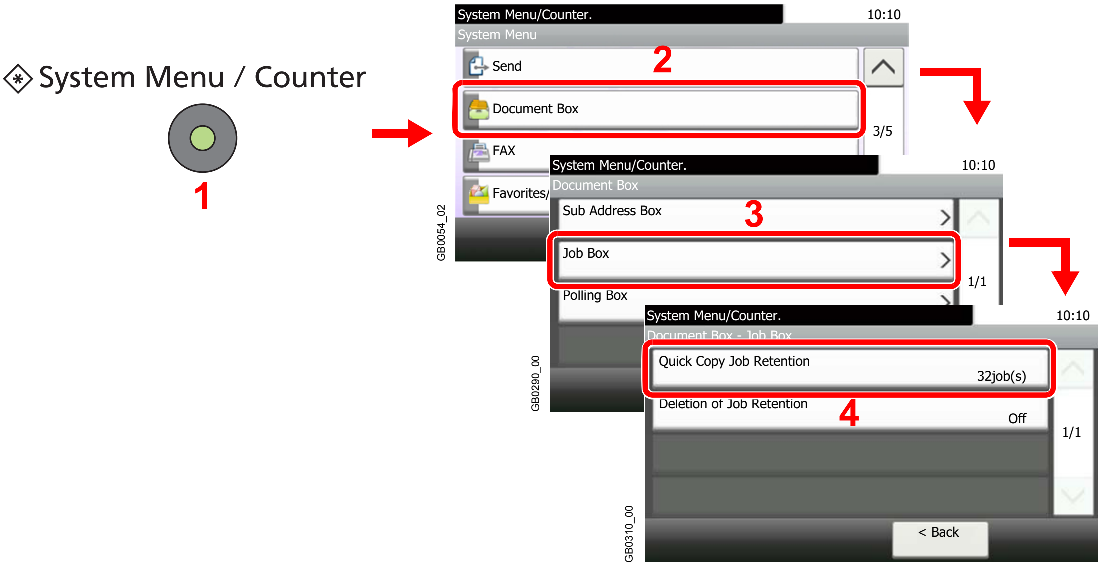
NOTE
RAM disk mode must be enabled.

For details, refer to *RAM Disk Setting on page 9-22*.

Setting the Number of Stored Jobs

To maintain free space on the RAM disk, you can set the maximum number of stored jobs.

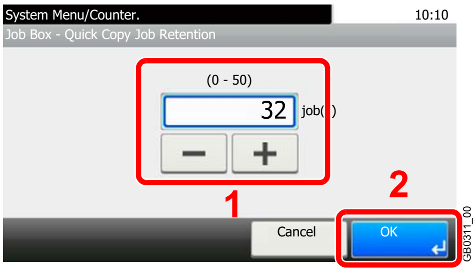
1 **Display the screen.**


System Menu / Counter
1
System Menu/Counter.
10:10
System Menu
Send
2
Document Box
3/5
FAX
Favorites/
GB0054_02
System Menu/Counter.
10:10
Document Box
Sub Address Box
3
Job Box
1/1
Polling Box
GB0290_00
System Menu/Counter.
10:10
Document Box - Job Box
4
1/1
< Back
GB0310_00

Quick Copy Job Retention 32job(s)

Deletion of Job Retention Off

2 **Enter the maximum number of stored jobs.**


System Menu/Counter.
10:10
Job Box - Quick Copy Job Retention
(0 - 50)
1
2
Cancel
OK
GB0311_00

32 job(s)

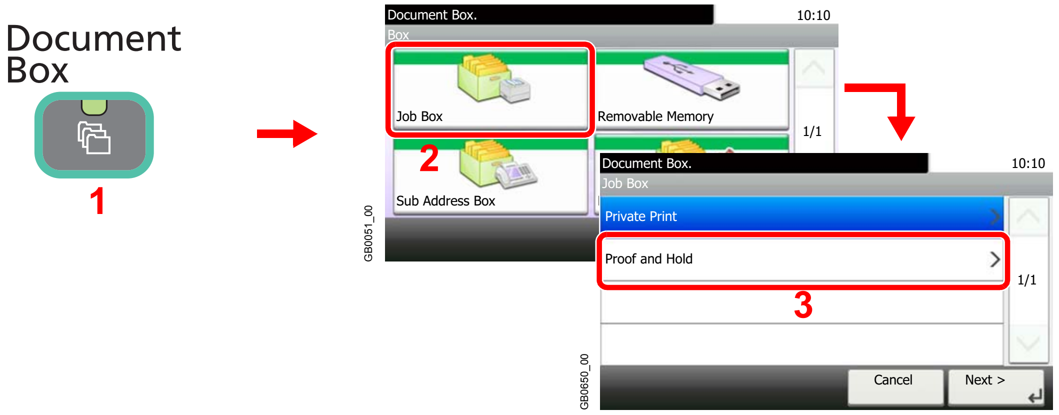
You can enter any number between 0 and 50.

NOTE
If you enter a value of 0 (zero), you cannot use the Proof and Hold function.

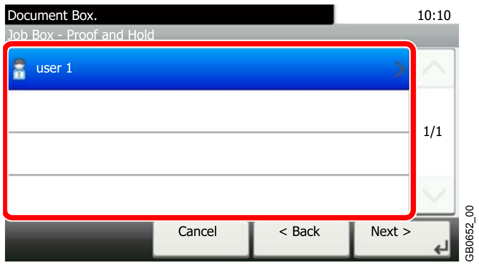
Printing and Deleting the Document

You can print and delete documents stored in the Proof and Hold box.

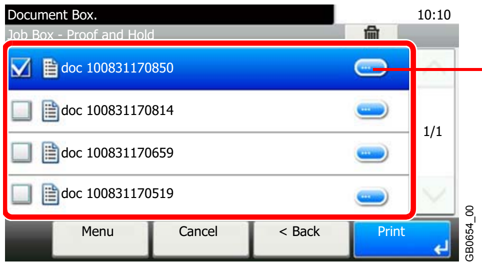
1 Display the screen.


Document Box
1
Document Box.
10:10
Box
Job Box
Removable Memory
Sub Address Box
1/1
2
GB0051_00
Document Box.
10:10
Job Box
Private Print
Proof and Hold
3
1/1
Cancel
Next >
GB0650_00

2 Select the creator of the document.


Document Box.
10:10
Job Box - Proof and Hold
user 1
1/1
Cancel
< Back
Next >
GB0652_00

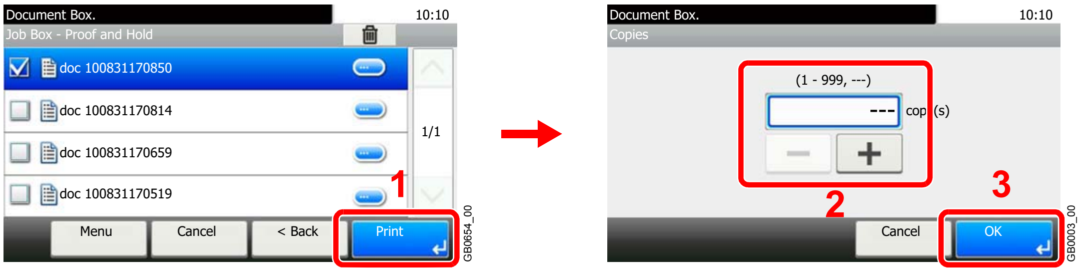
3 Select the document.


Document Box.
10:10
Job Box - Proof and Hold
doc 100831170850
doc 100831170814
doc 100831170659
doc 100831170519
1/1
Menu
Cancel
< Back
Print
GB0654_00

Displays details for individual documents.

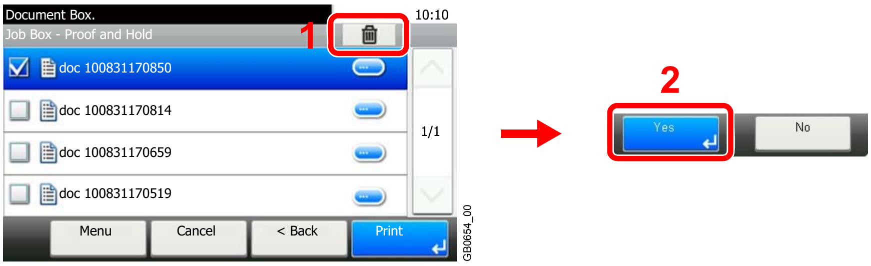
4 Print and delete the document.

To print the document


Document Box.
10:10
Job Box - Proof and Hold
doc 100831170850
doc 100831170814
doc 100831170659
doc 100831170519
1/1
1
Menu
Cancel
< Back
Print
GB0654_00
Document Box.
10:10
Copies
(1 - 999, ---)
---
copy(s)
2
3
Cancel
OK
GB0003_00

Specify the number of copies to print as desired. When using the number of copies specified with print job, select “---”.

To delete


Document Box.
Job Box - Proof and Hold
10:10
1
☑ doc 100831170850
☐ doc 100831170814
☐ doc 100831170659
☐ doc 100831170519
1/1
Menu
Cancel
< Back
Print
GB0654_00
2
Yes
No

Select the document you wish to delete and press [(Delete)] (the trash can icon).

Automatic Delete Setting for Temporary Documents

This setting specifies that documents, such as Private Printing, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.

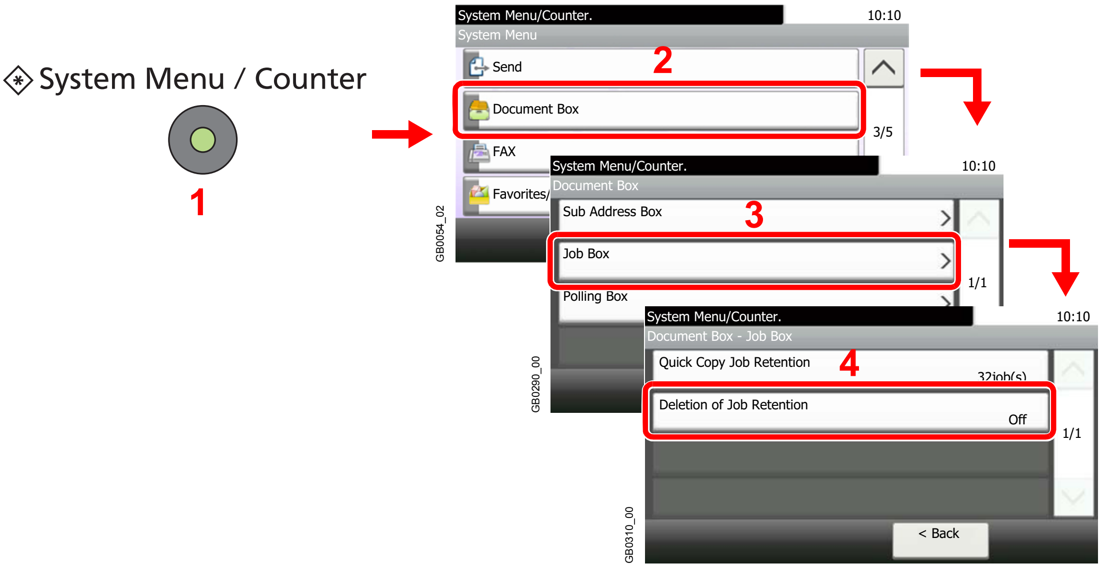
Off	Temporary documents are not automatically deleted. However, the temporary documents will be deleted when the power is turned off.
1 hour	Documents are deleted after 1 hour.
4 hours	Documents are deleted after 4 hours.
1 day	Documents are deleted after 1 day.
1 week	Documents are deleted after 1 week.

NOTE

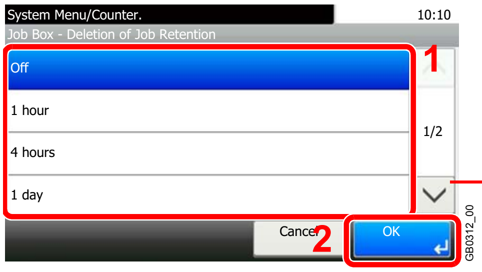
This function is valid for documents saved after the function is set.

Regardless of this function setting, temporary documents are deleted when the main power switch is turned off.

1 Display the screen.


System Menu / Counter
1
System Menu/Counter.
10:10
System Menu
Send
2
Document Box
3/5
FAX
Favorites/
GB0054_02
System Menu/Counter.
10:10
Document Box
Sub Address Box
3
Job Box
1/1
Polling Box
GB0290_00
System Menu/Counter.
10:10
Document Box - Job Box
Quick Copy Job Retention
4
32job(s)
Deletion of Job Retention
Off
1/1
< Back
GB0310_00

2 Select the time.


System Menu/Counter.
10:10
Job Box - Deletion of Job Retention
1
Off
1 hour
4 hours
1 day
1/2
Cancel
2
OK
GB0312_00

Use [∨] or [∧] to scroll up and down.

6 Sending

This chapter explains the following topics:

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Preparation for Sending a Document to a PC 6-5
    Checking What to Enter for [Host Name] 6-5
    Checking What to Enter for [Login User Name] 6-6
    Creating a Shared Folder 6-7
    Checking the [Path] 6-10
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Specifying Destination 6-15
    Choosing from the Address Book 6-15
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    Entering a New E-mail Address 6-18
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Scanning using TWAIN 6-45

Basic Operation

This machine can send a scanned image as an attachment to an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

A network environment which enables the machine to connect to a mail server is required in order to send e-mail. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

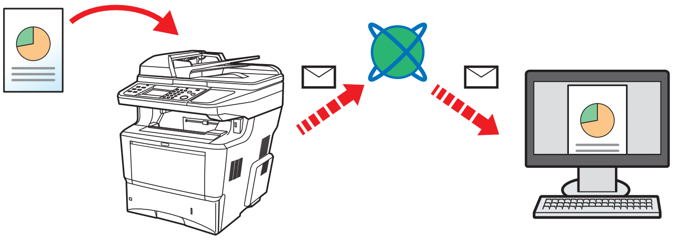
To use the transmission function, verify the following:

- Program the settings, including the E-mail setting on the machine.
- Use COMMAND CENTER (the internal HTML web page) to register the IP address, the host name of the SMTP server, and the recipient.
- Register the destination in the Address Book or One Touch keys.
- Create a share folder in the destination computer, when a folder (SMB/FTP) is selected as the destination. Consult your network administrator concerning destination folder sharing settings.

Basic Sending

Send as E-mail

Sends a scanned original image as an E-mail attachment. (page *6-18*)



Send to Folder (SMB)

Stores a scanned original image in a shared folder of any PC. (page *6-19*)

Send to Folder (FTP)

Stores a scanned original image in a folder of an FTP server. (page *6-19*)

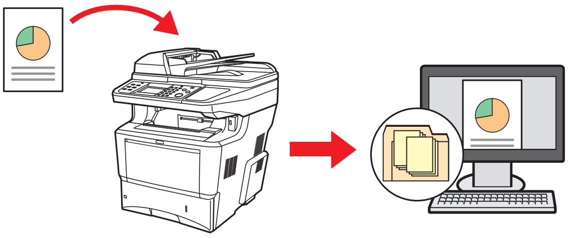


Image Data Scanning with TWAIN/WIA

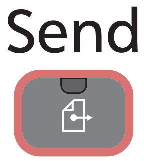
Scan the document using a TWAIN or WIA compatible application program. (page *6-45*)

NOTE

Different sending options can be specified in combination. Refer to *Sending to Different Types of Destinations (Multi Sending) on page 6-23*.

This function can only be used on products equipped with fax capability. For details about this function, refer to the FAX *Operation Guide*.

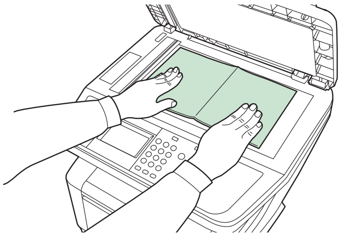
1 Press the Send key

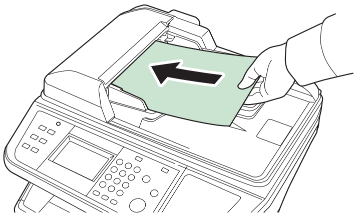


NOTE

If the touch panel is turned off, press the **Energy Saver** key or the **Power** key and wait for the machine to warm up.

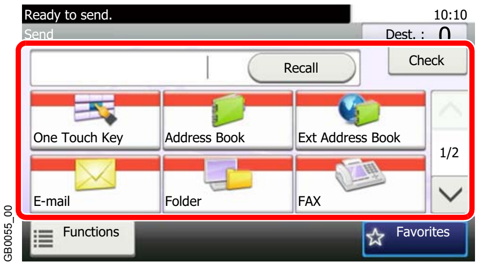
2 Place the originals





For details, refer to *Loading Originals on page 3-12*.

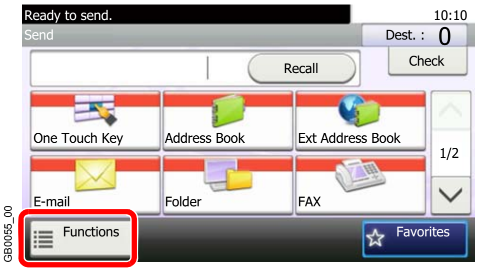
3 Specifying destination


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
Functions
Favorites
GB0055_00

Select the destination to which to send an image.

For details, refer to *Specifying Destination on page 6-15*.

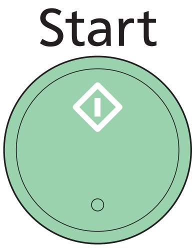
4 Selecting the functions


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
Functions
Favorites
GB0055_00

Press [Functions] to display the sending functions to use.

For details, refer to *Sending Functions on page 6-36*.

5 Start sending



Press the **Start** key to start sending.

Preparation for Sending a Document to a PC

Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 7 are used in the following explanation. The details of the screens will vary in other versions of Windows.

NOTE
Log on to Windows with administrator privileges.

Checking What to Enter for [Host Name]

Check the name of the destination computer.

1 Display the window.

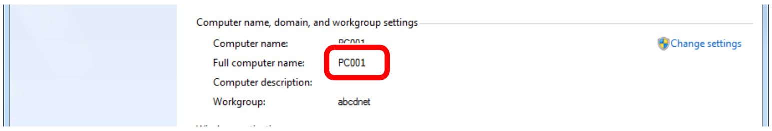
From the Start menu, select **Computer** and then **System Properties**.

In Windows XP, right-click **My Computer** and select **Properties**. The **System Properties** dialog box appears. Click the **Computer Name** tab in the window that appears.

2 Check the computer name.

Check the computer name in the window that appears.

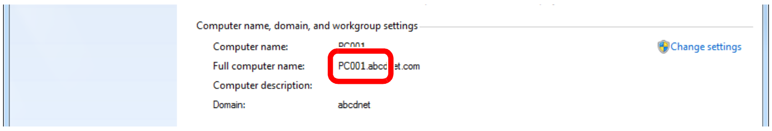
If there is a workgroup



Computer name, domain, and workgroup settings
Computer name: PC001
Full computer name: PC001
Computer description:
Workgroup: abcdnet

All characters appearing in "Full computer name" should be entered in [Host Name]. (Example: PC001)

If there is a domain



Computer name, domain, and workgroup settings
Computer name: PC001
Full computer name: PC001.abcd et.com
Computer description:
Domain: abcdnet

The characters to the left of the first dot (.) in "Full computer name" should be entered in [Host Name]. (Example: pc001)

After checking the computer name, click the ☒ (Close) button to close the **System Properties** screen.

In Windows XP, after checking the computer name, click the **Cancel** button to close the **System Properties** screen.

Checking What to Enter for [Login User Name]

Check the domain name and user name for logging onto Windows.

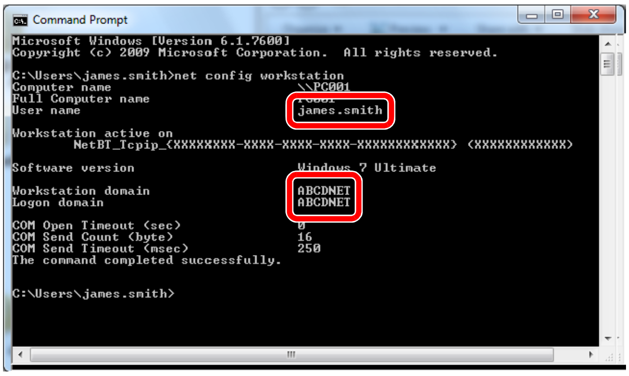
1 Display the window.

From the Start menu, select **All Programs** (or **Programs**), **Accessories** and then **Command Prompt**.

The **Command Prompt** window appears.

2 Check the domain name and user name.

At the Command Prompt, enter "net config workstation" and then press [Enter].



```
Microsoft Windows [Version 6.1.7600]
Copyright (c) 2009 Microsoft Corporation.  All rights reserved.

C:\Users\james.smith>net config workstation
Computer name                        \\PC001
Full Computer name
User name                            james.smith

Workstation active on
        NetBT_Tcpip_{XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX} (XXXXXXXXXXXX)

Software version                     Windows 7 Ultimate

Workstation domain                   ABCDNET
Logon domain                         ABCDNET

COM Open Timeout (sec)               0
COM Send Count (byte)                16
COM Send Timeout (msec)              250
The command completed successfully.


C:\Users\james.smith>
```

Screen example: user name "james.smith" and domain name "ABCDNET"

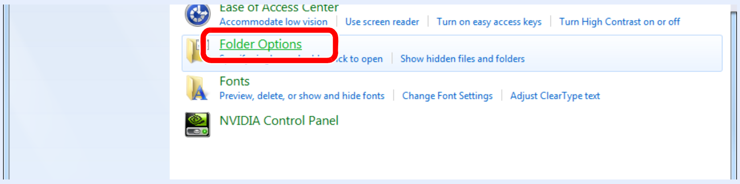
Creating a Shared Folder

Create a shared folder to receive the document in the destination computer.

NOTE

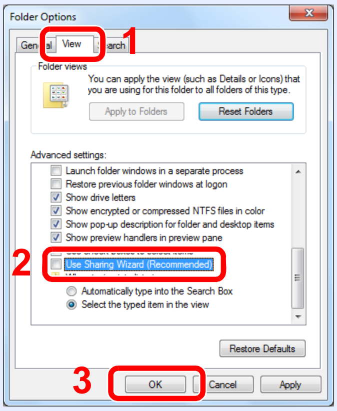
If there is a workgroup in System Properties, configure the settings below to limit folder access to a specific user or group.

1 From the Start menu, select **Control Panel**, **Appearance** and **Personalization**, and then **Folder Options**.


Ease of Access Center
Accommodate low vision
Use screen reader
Turn on easy access keys
Turn High Contrast on or off
Folder Options
ck to open
Show hidden files and folders
Fonts
Preview, delete, or show and hide fonts
Change Font Settings
Adjust ClearType text
NVIDIA Control Panel

Windows XP, click **My Computer** and select **Folder Options** in **Tools**.

2


Folder Options
Gen
View
arch
1
Folder views
Apply to Folders
Reset Folders
Advanced settings:
2
Restore Defaults
3
OK
Cancel
Apply

You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

☐ Launch folder windows in a separate process
☐ Restore previous folder windows at logon
☑ Show drive letters
☑ Show encrypted or compressed NTFS files in color
☑ Show pop-up description for folder and desktop items
☑ Show preview handlers in preview pane
☐ Use Sharing Wizard (Recommended)
○ Automatically type into the Search Box
● Select the typed item in the view

Remove the checkmark from **Use Sharing Wizard (Recommended)** in **Advanced settings**.

In Windows XP, click the **View** tab and remove the checkmark from **Use Simple File Sharing (Recommended)** in **Advanced settings**.

1 Create a folder.

1 Create a folder on the local disk (C).

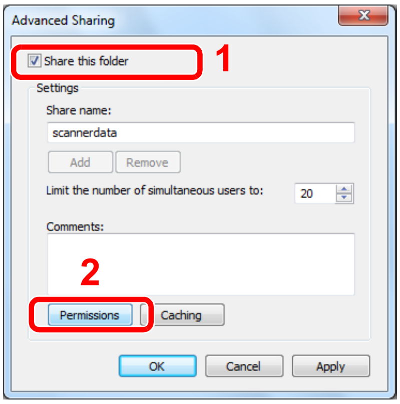
For example, create a folder with the name "scannerdata" on the local disk (C).

2 Right-click the scannerdata folder and click **Share** and **Advanced** sharing. Click the **Advanced Sharing** button.

In Windows XP, right-click the scannerdata folder and select **Sharing and Security...** (or **Sharing**).

2 Configures permission settings.

1

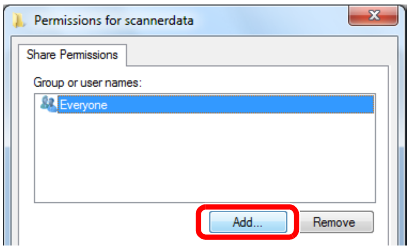

Advanced Sharing
☑ Share this folder
1
Settings
Add
Remove
Comments:
2
Permissions
Caching
OK
Cancel
Apply

Share name: scannerdata

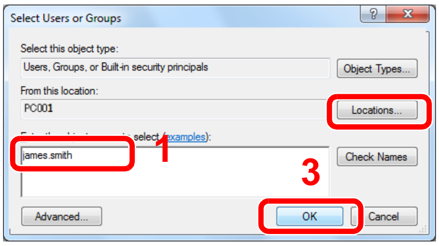
Limit the number of simultaneous users to: 20

In Windows XP, select **Share this folder** and click the **Permissions** button.

2


Permissions for scannerdata
Share Permissions
Group or user names:
Everyone
Add...
Remove

3


Select Users or Groups
Object Types...
2
Locations...
select (examples):
1
3
Check Names
Advanced...
OK
Cancel

Select this object type: Users, Groups, or Built-in security principals

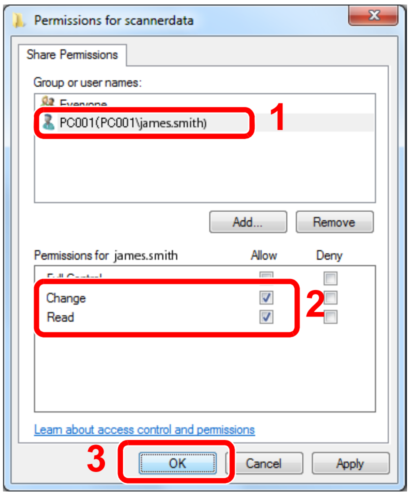
From this location: PC001

james.smith

Enter the user name in the text box.

Click the [Location] button and select the desired location. To select the search target, click a location to select it. When you are a member of a domain, your current domain will be set as the search target by default.

4


Permissions for scannerdata
Share Permissions
Group or user names:
Everyone
PC001(PC001\james.smith)
1
Add...
Remove
Permissions for james.smith
Allow
Deny
Full Control
Change ☑ ☐
Read ☑ ☐
2
Learn about access control and permissions
3
OK
Cancel
Apply

Select the entered user, select the **Change** and **Read** permissions.

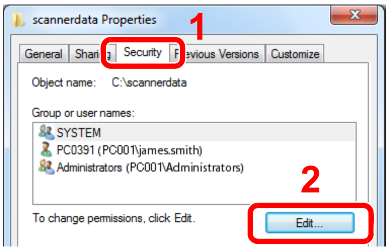
In Windows XP, go to step **6**.

NOTE

"Everyone" gives sharing permission to everyone on the network. To strengthen security, it is recommended that you select Everyone and remove the **Read** permission checkmark.

5 Click the **OK** button in the **Advanced Sharing** screen to close the screen.

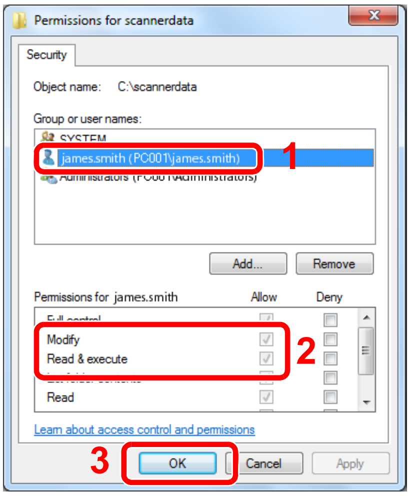
6


scannerdata Properties
1
General
Sharing
Security
Previous Versions
Customize
Object name: C:\scannerdata
Group or user names:
SYSTEM
PC0391 (PC001\james.smith)
Administrators (PC001\Administrators)
2
To change permissions, click Edit.
Edit...

In Windows XP, click the **Security** tab and then click the **Add** button.

7 Proceed in the same way as in step **3** to add a user to **Group or user names**.

8


Permissions for scannerdata
Security
Object name: C:\scannerdata
Group or user names:
SYSTEM
james.smith (PC001\james.smith)
1
Administrators (PC001\Administrators)
Add...
Remove
Permissions for james.smith
Allow
Deny
Full control
Modify ☑ ☐
Read & execute ☑ ☐
2
List folder contents
Read ☑ ☐
Learn about access control and permissions
3
OK
Cancel
Apply

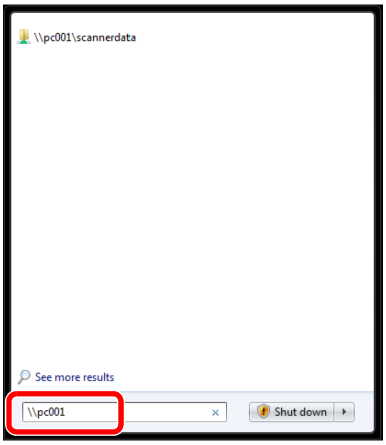
Select the added user, select the **Modify** and **Read & execute** permissions.

Checking the [Path]

Check the share name of the shared folder that will be the destination for the document.

1 Display the window.

1 Enter "\\pc001" in "Program and File Search" in the Start menu.


\\pc001\scannerdata
See more results
\\pc001
Shut down

In Windows XP, click **Search** in the Start menu, select **All files and folders**, and search for the destination computer to which the file will be sent.

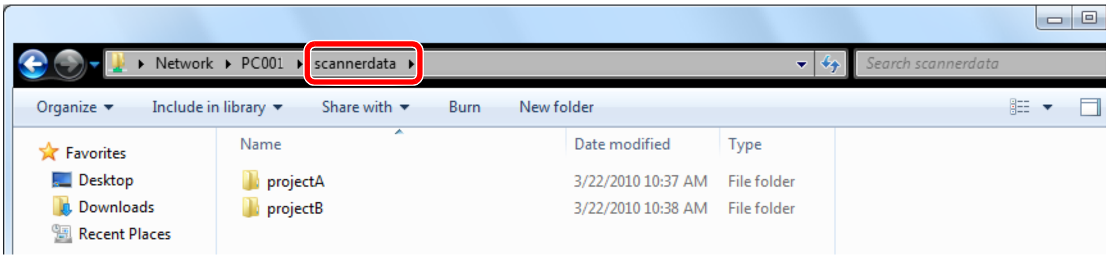
In Search Companion, click **Computers or people** and then **A computer on the network**.

In the "Computer name:" text box, enter the name of the computer that you checked (pc001) and then click **Search**.

2 Click "\\pc001\scannerdata" that appears in the search results.

In Windows XP, double-click the computer ("pc001") that appears in the search results.

2 Check the folder that appears.


Network ▸ PC001 ▸ scannerdata ▸
Search scannerdata
Organize
Include in library
Share with
Burn
New folder
Favorites
Desktop
Downloads
Recent Places
Name
Date modified
Type
projectA
3/22/2010 10:37 AM
File folder
projectB
3/22/2010 10:38 AM
File folder

Check the address bar. The third and following text strings (▶) should be entered for the path.

In Windows XP, double-click the scannerdata folder and check the address bar. The text string to the right of the third backslash (\) should be entered in **Path**.

(Example: scannerdata)

NOTE

You can also specify a subfolder in the shared folder as the location where data is to be sent. In this case, "share name\name of folder in the shared folder" should be entered for the **Path**. In the example window above, "scannerdata\projectA" is the **Path**.

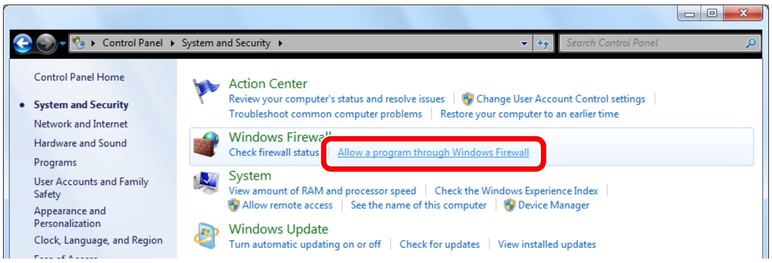
Configuring Windows Firewall (for Windows 7)

Permit sharing of files and printers and set the port used for SMB transmission.

NOTE
Log on to Windows with administrator privileges.

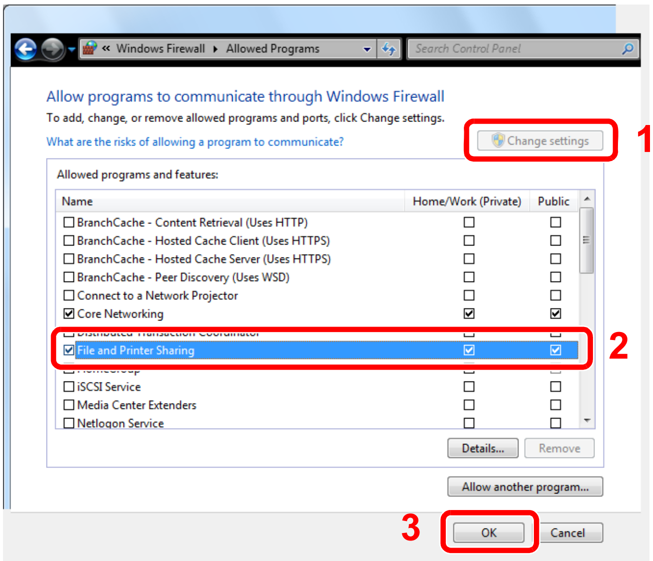
1 Check file and printer sharing.

1 From the Start menu, select **Control Panel**, **System** and **Security**, and **Allow a program through Windows Firewall**.


Control Panel ▸ System and Security ▸
Search Control Panel
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts and Family Safety
Appearance and Personalization
Clock, Language, and Region
Action Center
Review your computer's status and resolve issues
Change User Account Control settings
Troubleshoot common computer problems
Restore your computer to an earlier time
Windows Firewall
Check firewall status
Allow a program through Windows Firewall
System
View amount of RAM and processor speed
Check the Windows Experience Index
Allow remote access
See the name of this computer
Device Manager
Windows Update
Turn automatic updating on or off
Check for updates
View installed updates

NOTE
If the **User Account Control** dialog box appears, click the **Continue** button.

2

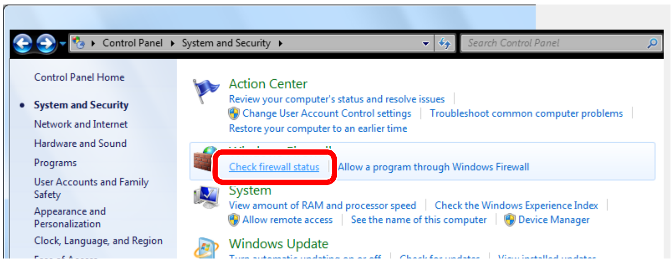

« Windows Firewall ▸ Allowed Programs
Search Control Panel
Allow programs to communicate through Windows Firewall
To add, change, or remove allowed programs and ports, click Change settings.
What are the risks of allowing a program to communicate?
Change settings
1
Allowed programs and features:
2
Details...
Remove
Allow another program...
3
OK
Cancel

Name	Home/Work (Private)	Public
☐ BranchCache - Content Retrieval (Uses HTTP)	☐	☐
☐ BranchCache - Hosted Cache Client (Uses HTTPS)	☐	☐
☐ BranchCache - Hosted Cache Server (Uses HTTPS)	☐	☐
☐ BranchCache - Peer Discovery (Uses WSD)	☐	☐
☐ Connect to a Network Projector	☐	☐
☑ Core Networking	☑	☑
☑ File and Printer Sharing	☑	☑
☐ iSCSI Service	☐	☐
☐ Media Center Extenders	☐	☐
☐ Netlogon Service	☐	☐

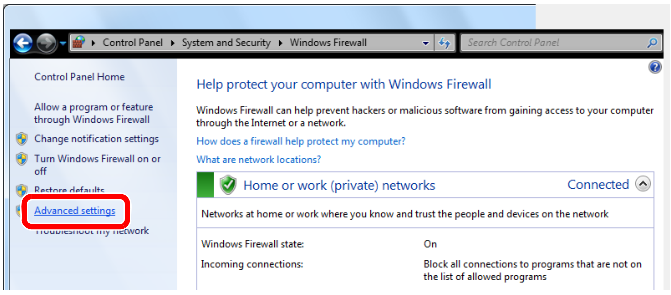
Select the **File and Printer Sharing** checkbox.

2 Add a port.

1 From the Start menu, select **Control Panel**, **System and Security**, and **Check firewall status**.


Control Panel ▸ System and Security ▸
Search Control Panel
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts and Family Safety
Appearance and Personalization
Clock, Language, and Region
Action Center
Review your computer's status and resolve issues
Change User Account Control settings
Troubleshoot common computer problems
Restore your computer to an earlier time
Check firewall status
Allow a program through Windows Firewall
System
View amount of RAM and processor speed
Check the Windows Experience Index
Allow remote access
See the name of this computer
Device Manager
Windows Update

2


Control Panel ▸ System and Security ▸ Windows Firewall
Search Control Panel
Control Panel Home
Allow a program or feature through Windows Firewall
Change notification settings
Turn Windows Firewall on or off
Restore defaults
Advanced settings
Troubleshoot my network

Help protect your computer with Windows Firewall

Windows Firewall can help prevent hackers or malicious software from gaining access to your computer through the Internet or a network.

How does a firewall help protect my computer?

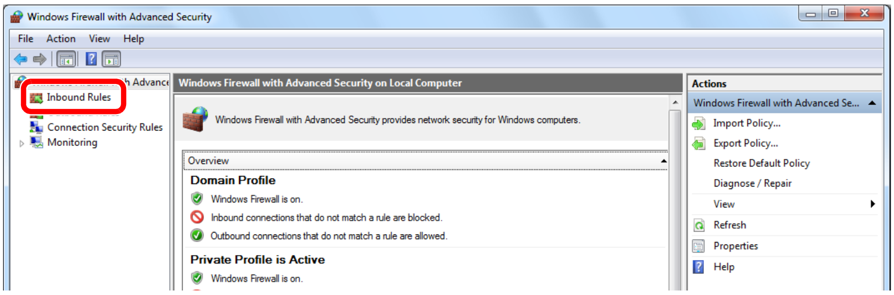
What are network locations?

Home or work (private) networks — Connected

Networks at home or work where you know and trust the people and devices on the network

Windows Firewall state:	On
Incoming connections:	Block all connections to programs that are not on the list of allowed programs

3


Windows Firewall with Advanced Security
File Action View Help
Inbound Rules
Connection Security Rules
Monitoring
Actions
Windows Firewall with Advanced Se...
Import Policy...
Export Policy...
Restore Default Policy
Diagnose / Repair
View
Refresh
Properties
Help

Windows Firewall with Advanced Security on Local Computer

Windows Firewall with Advanced Security provides network security for Windows computers.

Overview

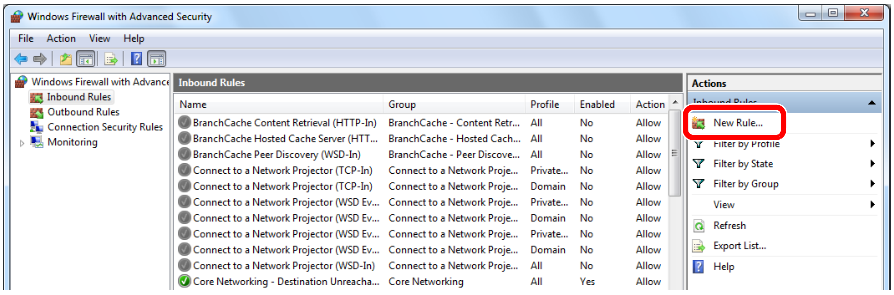
Domain Profile

- Windows Firewall is on.
- Inbound connections that do not match a rule are blocked.
- Outbound connections that do not match a rule are allowed.

Private Profile is Active

- Windows Firewall is on.

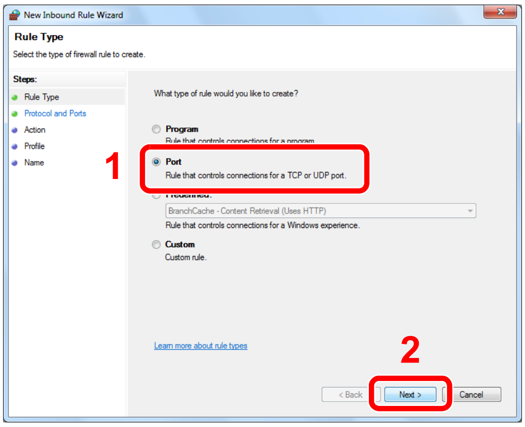
4


Windows Firewall with Advanced Security
File Action View Help
Windows Firewall with Advance
Inbound Rules
Outbound Rules
Connection Security Rules
Monitoring
Actions
Inbound Rules
New Rule...
Filter by Profile
Filter by State
Filter by Group
View
Refresh
Export List...
Help

Inbound Rules

Name	Group	Profile	Enabled	Action
BranchCache Content Retrieval (HTTP-In)	BranchCache - Content Retr...	All	No	Allow
BranchCache Hosted Cache Server (HTT...	BranchCache - Hosted Cach...	All	No	Allow
BranchCache Peer Discovery (WSD-In)	BranchCache - Peer Discove...	All	No	Allow
Connect to a Network Projector (TCP-In)	Connect to a Network Proje...	Private...	No	Allow
Connect to a Network Projector (TCP-In)	Connect to a Network Proje...	Domain	No	Allow
Connect to a Network Projector (WSD Ev...	Connect to a Network Proje...	Private...	No	Allow
Connect to a Network Projector (WSD Ev...	Connect to a Network Proje...	Domain	No	Allow
Connect to a Network Projector (WSD Ev...	Connect to a Network Proje...	Private...	No	Allow
Connect to a Network Projector (WSD Ev...	Connect to a Network Proje...	Domain	No	Allow
Connect to a Network Projector (WSD-In)	Connect to a Network Proje...	All	No	Allow
Core Networking - Destination Unreacha...	Core Networking	All	Yes	Allow

5


New Inbound Rule Wizard
Steps:
Rule Type
Protocol and Ports
Action
Profile
Name
1
2
< Back
Next >
Cancel

Rule Type

Select the type of firewall rule to create.

What type of rule would you like to create?

○ Program
Rule that controls connections for a program.

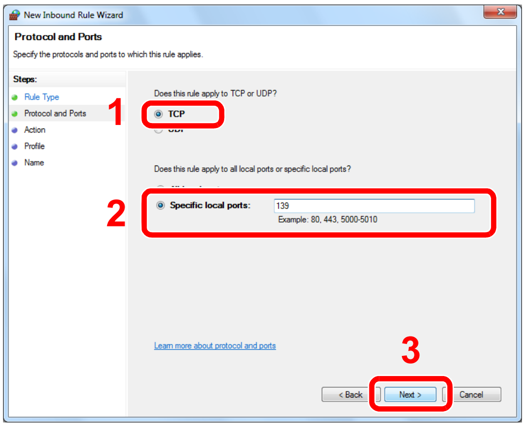
● Port
Rule that controls connections for a TCP or UDP port.

○ Predefined:
BranchCache - Content Retrieval (Uses HTTP)
Rule that controls connections for a Windows experience.

○ Custom
Custom rule.

Learn more about rule types

6



New Inbound Rule Wizard

Protocol and Ports

Specify the protocols and ports to which this rule applies.

Does this rule apply to TCP or UDP?

● **TCP**

Does this rule apply to all local ports or specific local ports?

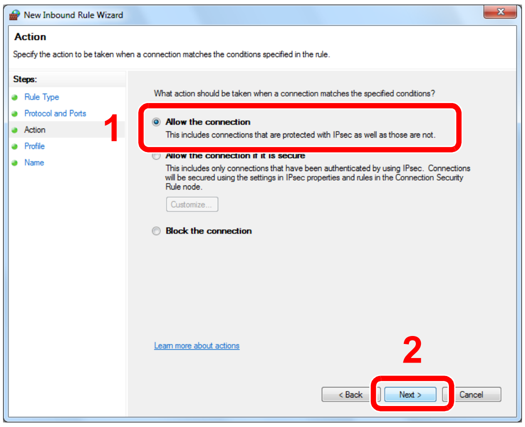
● **Specific local ports:** 139

Example: 80, 443, 5000-5010

Steps:
Rule Type
Protocol and Ports
Action
Profile
Name
1
2
3
Learn more about protocol and ports
< Back
Next >
Cancel

Select **Specific local ports**, and enter "139".

7



New Inbound Rule Wizard

Action

Specify the action to be taken when a connection matches the conditions specified in the rule.

What action should be taken when a connection matches the specified conditions?

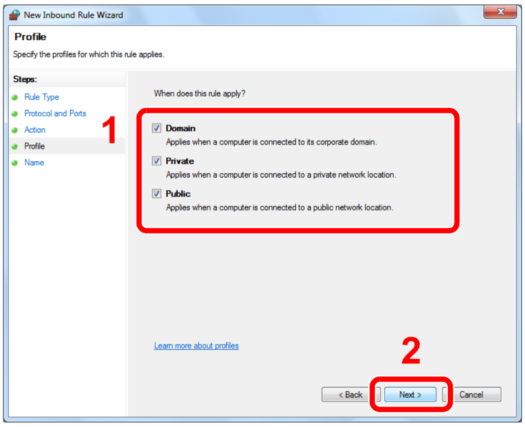
● **Allow the connection**
This includes connections that are protected with IPsec as well as those are not.

○ **Allow the connection if it is secure**
This includes only connections that have been authenticated by using IPsec. Connections will be secured using the settings in IPsec properties and rules in the Connection Security Rule node.

○ **Block the connection**

Steps:
Rule Type
Protocol and Ports
Action
Profile
Name
1
2
Customize...
Learn more about actions
< Back
Next >
Cancel

8



New Inbound Rule Wizard

Profile

Specify the profiles for which this rule applies.

When does this rule apply?

☑ **Domain**
Applies when a computer is connected to its corporate domain.

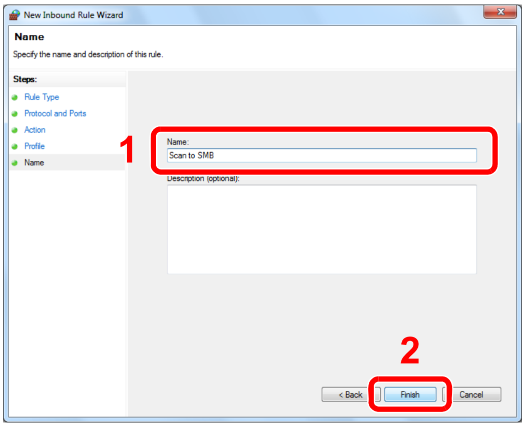
☑ **Private**
Applies when a computer is connected to a private network location.

☑ **Public**
Applies when a computer is connected to a public network location.

Steps:
Rule Type
Protocol and Ports
Action
Profile
Name
1
2
Learn more about profiles
< Back
Next >
Cancel

Make sure all checkboxes are selected.

9



New Inbound Rule Wizard
Name
Specify the name and description of this rule.
Steps:
Rule Type
Protocol and Ports
Action
Profile
Name
1
2
Description (optional):
< Back
Finish
Cancel

Name: Scan to SMB

Enter "Scan to SMB" in "Name" and click **Finish**.

In Windows XP or Windows Vista

1. From the Start menu, select **Control Panel**, **System and Security** (or **Security Center**), and then **Check Firewall Status**) (or **Windows Firewall**).
   If the **User Account Control** dialog box appears, click the **Continue** button.
2. Click the **Exceptions** tab and then the **Add port...** button.
3. Specify **Add a Port** settings.
   Enter any name in "Name" (example: Scan to SMB). This will be the name of the new port.
   Enter "139" in "Port Number". Select **TCP** for "Protocol".
4. Click the **OK** button to close the **Add a Port** dialog box.

Specifying Destination

Select the destination to which to send an image.

Select the destination using either of the following methods.

- *Choosing from the Address Book* (page *6-15*)
- *Choosing by One Touch Key* (page *6-17*)
- *Entering a New E-mail Address* (page *6-18*)
- *Specifying a New PC Folder* (page *6-19*)

NOTE
If you are using the products equipped with the fax function, you can specify the fax destination. Enter the other party's number using the numeric keypad.

Choosing from the Address Book

Select a destination registered in the Address Book.

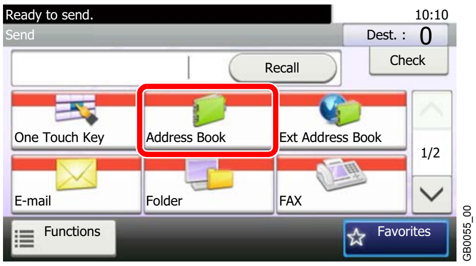
NOTE
For more information about how to register destinations in the Address Book, refer to *Registering Destinations in the Address Book on page 6-24*.

For details on the External Address Book, refer to *KYOCERA COMMAND CENTER Operation Guide*.

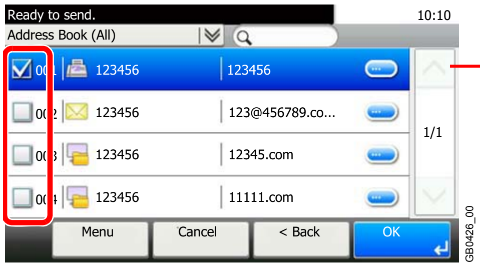
1 Display the screen.

1 Referring to *Basic Operation on page 6-2*, display the screen.

2


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
Functions
Favorites
GB0055_00

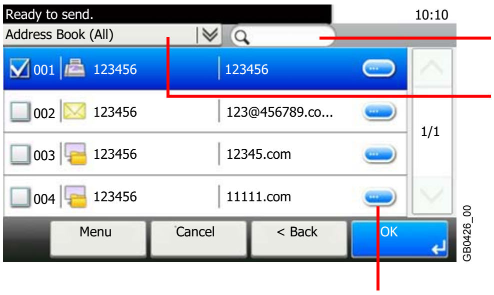
2 Select the destination.


Ready to send.
10:10
Address Book (All)
☑ 001 123456 123456
☐ 002 123456 123@456789.co...
☐ 003 123456 12345.com
☐ 004 123456 11111.com
1/1
Menu
Cancel
< Back
OK
GB0426_00

Use [∨] or [∧] to scroll up and down.

Press the checkbox to select the desired destination from the list. The selected destinations are indicated by a checkmark in the check box.

Destination Search


Ready to send.
10:10
Address Book (All)
☑ 001 123456 123456
☐ 002 123456 123@456789.co...
☐ 003 123456 12345.com
☐ 004 123456 11111.com
1/1
Menu
Cancel
< Back
OK
GB0426_00

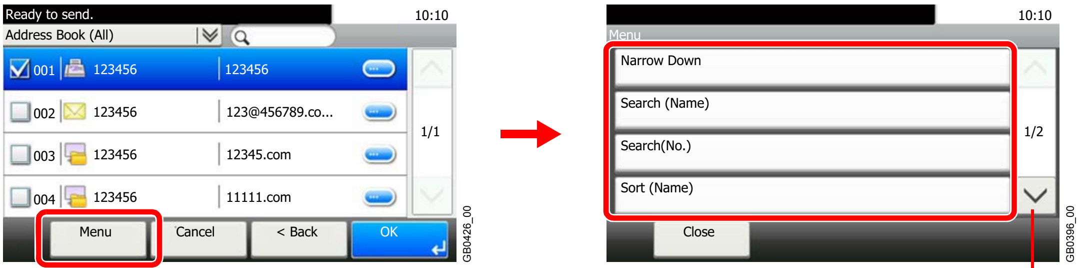
Searches by destination name.

Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX or Group).

Displays details for individual destinations.

You can specify a destination by address number by pressing the **Quick No. Search** key.

You can also press [Menu] to perform a more detailed search.


Ready to send.
10:10
Address Book (All)
☑ 001 123456 123456
☐ 002 123456 123@456789.co...
☐ 003 123456 12345.com
☐ 004 123456 11111.com
1/1
Menu
Cancel
< Back
OK
GB0426_00
10:10
Menu
Narrow Down
Search (Name)
Search(No.)
Sort (Name)
1/2
Close
GB0396_00

Use [﹀] or [︿] to scroll up and down.

Narrow Down: Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX or Group).

Search (Name) and *Search (No.)*: Searches by destination name or address number.

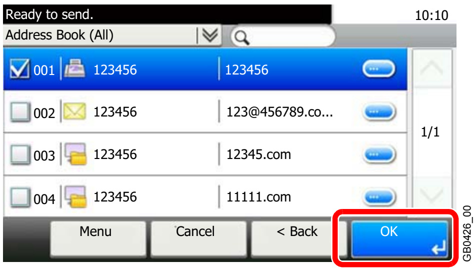
Sort (Name) and *Sort (No.)*: Sorts the list by destination name or address number.

NOTE

You may choose multiple destinations.

To cancel a selection, press the corresponding checkbox to clear the check mark.

3 Accept the destinations.


Ready to send.
10:10
Address Book (All)
☑ 001 123456 123456
☐ 002 123456 123@456789.co...
☐ 003 123456 12345.com
☐ 004 123456 11111.com
1/1
Menu
Cancel
< Back
OK
GB0426_00

Destinations can be changed later. Refer to *Checking and Editing Destinations on page 6-22*.

Choosing by One Touch Key

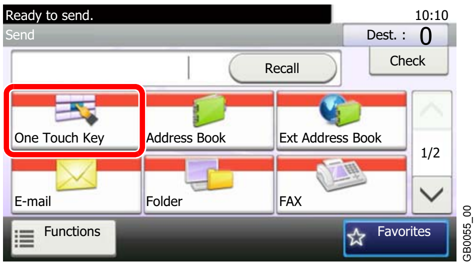
Select the destination using the One Touch Keys.

NOTE
For more information on adding One Touch keys, refer to *Adding a Destination on One Touch Key on page 6-33*.

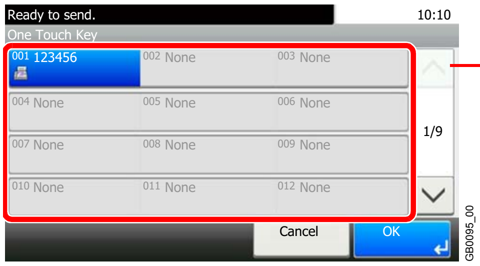
1 Display the screen.

1 Referring to *Basic Operation on page 6-2*, display the screen.

2


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
Functions
Favorites
GB0055_00

2 Select the destination.

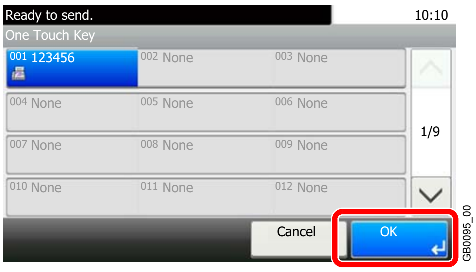

Ready to send.
10:10
One Touch Key
001 123456
002 None
003 None
004 None
005 None
006 None
007 None
008 None
009 None
010 None
011 None
012 None
1/9
Cancel
OK
GB0095_00

Use [﹀] or [︿] to scroll up and down.

Press the One Touch Keys where the destination is registered. Multiple One Touch Keys can be selected.

You can specify a one-touch key by one-touch number by pressing the **Quick No. Search** key.

3 Accept the destination.


Ready to send.
10:10
One Touch Key
001 123456
002 None
003 None
004 None
005 None
006 None
007 None
008 None
009 None
010 None
011 None
012 None
1/9
Cancel
OK
GB0095_00

Destinations can be changed later. Refer to *Checking and Editing Destinations on page 6-22*.

Entering a New E-mail Address

Enter the desired e-mail address.

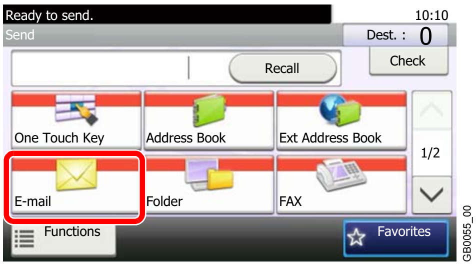
NOTE

Access the COMMAND CENTER beforehand and specify the settings required for sending e-mail. For details, refer to *COMMAND CENTER (Settings for E-mail) on page 2-21*.

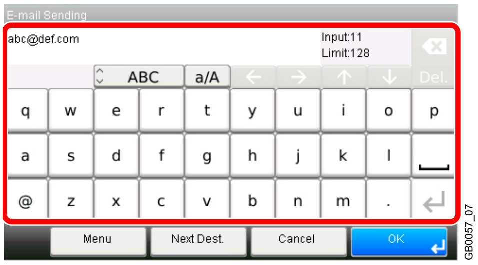
1 Display the screen.

1 Referring to *Basic Operation on page 6-2*, display the screen.

2


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
Functions
Favorites
GB0055_00

2 Enter destination E-mail address.


E-mail Sending
abc@def.com
Input:11
Limit:128
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Menu
Next Dest.
Cancel
OK
GB0057_07

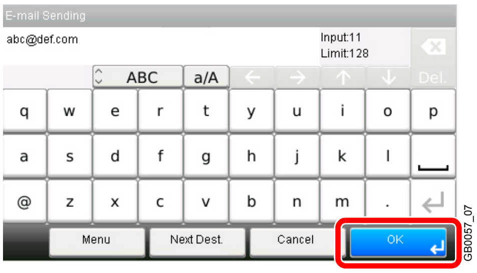
Up to 128 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

To enter multiple destinations, press [Next Destination] and enter the next destination. Up to 100 E-mail addresses can be specified.

You can register the entered email address in the Address Book by pressing [Menu] and then [Add to Address Book]. You can also replace the information for a previously registered destination.

3 Accept the destinations.


E-mail Sending
abc@def.com
Input:11
Limit:128
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Menu
Next Dest.
Cancel
OK
GB0057_07

Destinations can be changed later. Refer to *Checking and Editing Destinations on page 6-22*.

Specifying a New PC Folder

Specify either the desired shared folder on a computer or an FTP server as the destination.

NOTE

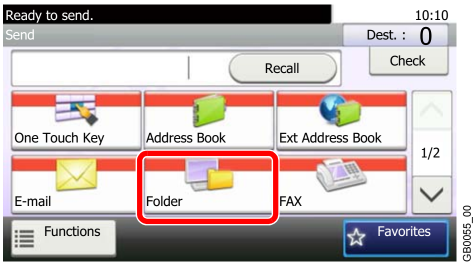
Refer to *Creating a Shared Folder on page 6-7* for details on how to share a folder.

Be sure that **SMB Protocol** or **FTP** in the COMMAND CENTER is On. For details, refer to the *KYOCERA COMMAND CENTER Operation Guide*.

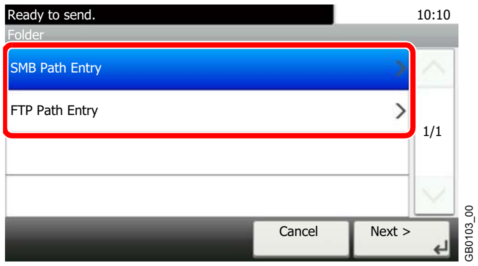
1 Display the screen.

1 Referring to *Basic Operation on page 6-2*, display the screen.

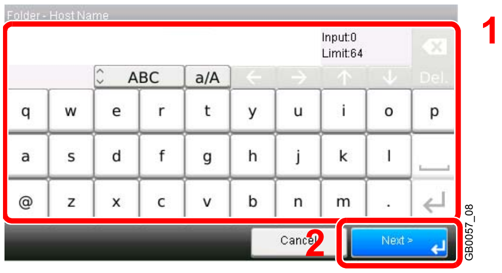
2


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
Functions
Favorites
GB0055_00

2 Select the folder type.


Ready to send.
10:10
Folder
SMB Path Entry
FTP Path Entry
1/1
Cancel
Next >
GB0103_00

3 Enter the destination information.


Folder - Host Name
1
Input:0
Limit:64
ABC
a/A
Del
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
2
Next >
GB0057_08

Enter the next information. Once you have entered one item, press [Next] to advance to the next item.

For send to folder (SMB)

Item	Data to be entered	Max. characters
Host Name	Host name or IP address of the PC to receive the data.	Up to 64 characters
Path	Path to the receiving folder such as follows. For example, *\User\ScanData*.	Up to 128 characters

Item	Data to be entered	Max. characters
Login User Name	User name to access the PC Domain name/User name For example, *abcdnet\james.smith.* User name@Domain name For example, *james.smith@abcdnet*	Up to 64 characters
Login Password	Password to access the PC	Up to 64 characters

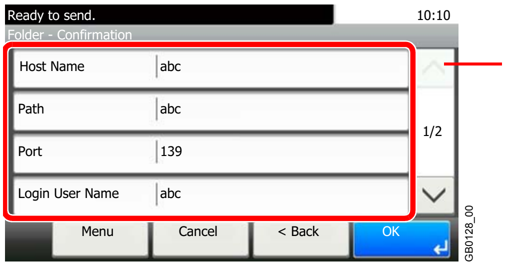
For send to folder (FTP)

Item	Data to be entered	Max. characters
Host Name	Host name or IP address of FTP server	Up to 64 characters
Path	Path to the receiving folder. For example, *\User\ScanData*. Otherwise the data will be saved in the home directory.	Up to 128 characters
Login User Name	FTP server login user name	Up to 64 characters
Login Password	FTP server login password	Up to 64 characters

Refer to *Character Entry Method on page 11-7* for details on entering characters.

4 Confirm the information.

Check the information. Change the information as needed by pressing the item in question.



Ready to send.

Folder - Confirmation

Host Name: abc

Path: abc

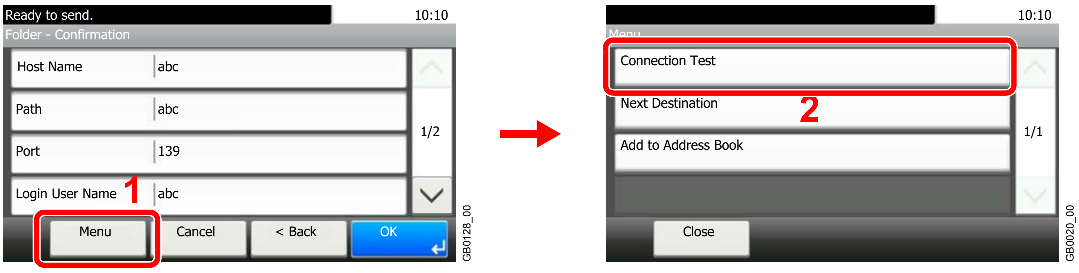
Port: 139

Login User Name: abc

Use [﹀] or [︿] to scroll up and down.

When specifying a computer or server port number as the destination, press [Port] and enter the port number. You can enter a number from 1 to 65,535 with a maximum of 5 digits.

Confirm the connection status.



Ready to send.

Folder - Confirmation

Host Name: abc

Path: abc

Port: 139

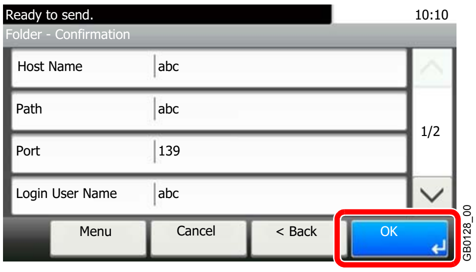
Login User Name: abc

Connected. appears when connection to the destination is correctly established. If *Cannot connect.* appears, review the entry.

To enter multiple destinations, press [Next Destination] and enter the next destination. You can specify a combined total of up to 5 FTP and SMB destination folders.

You can register the entered information in the Address Book by pressing [Menu] and then [Add to Address Book].

5 Accept the destinations.


Ready to send.
10:10
Folder - Confirmation
1/2
Menu
Cancel
< Back
OK
GB0128_00

Host Name: abc

Path: abc

Port: 139

Login User Name: abc

Destinations can be changed later. Refer to *Checking and Editing Destinations on page 6-22*.

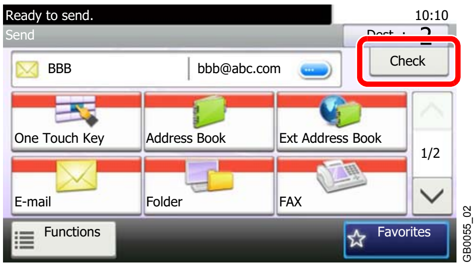
Checking and Editing Destinations

Check and edit a selected destination.

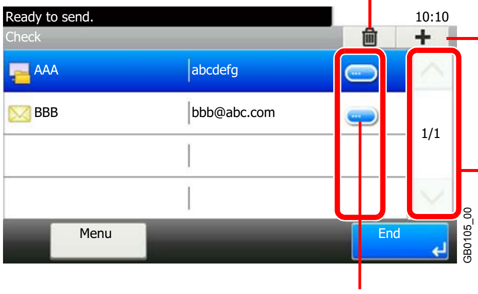
1 Display the screen.

1 Referring to *Specifying Destination on page 6-15*, specify the destination.

2


Ready to send.
10:10
Send
Dest. : 2
BBB
bbb@abc.com
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
Functions
Favorites
GB0055_02

2 Check and edit the destination.


Ready to send.
10:10
Check
AAA
abcdefg
BBB
bbb@abc.com
1/1
Menu
End
GB0105_00

Deletes the selected destination.

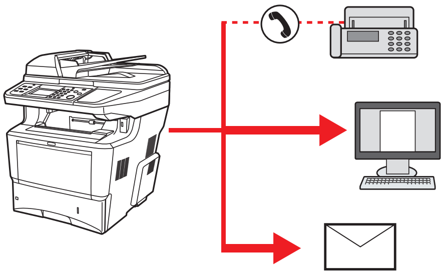
Adds a new destination.

Scrolls up and down when the list of destinations cannot be displayed in its entirety on a single screen.

Displays details for the destinations. New E-mail addresses and PC folders can be edited if they have been specified.

Sending to Different Types of Destinations (Multi Sending)

You can specify destinations that combine e-mail addresses, folders (SMB or FTP) and fax numbers*. This is referred to as *Multi Sending*. This is useful for sending to different types of destination (e-mail addresses, folders, etc.) in a single operation.



* Fax functionality can only be used on products equipped with fax capability.

No. of broadcast items

E-mail: Up to 100

Folders (SMP, FTP): Total of 5 SMB and FTP

FAX: Up to 100

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the **Start** key to launch transmission to all destinations at one time.

NOTE
If the destinations include a fax, the images sent to all destinations will be black and white.

Registering Destinations in the Address Book

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.

Adding a Contact

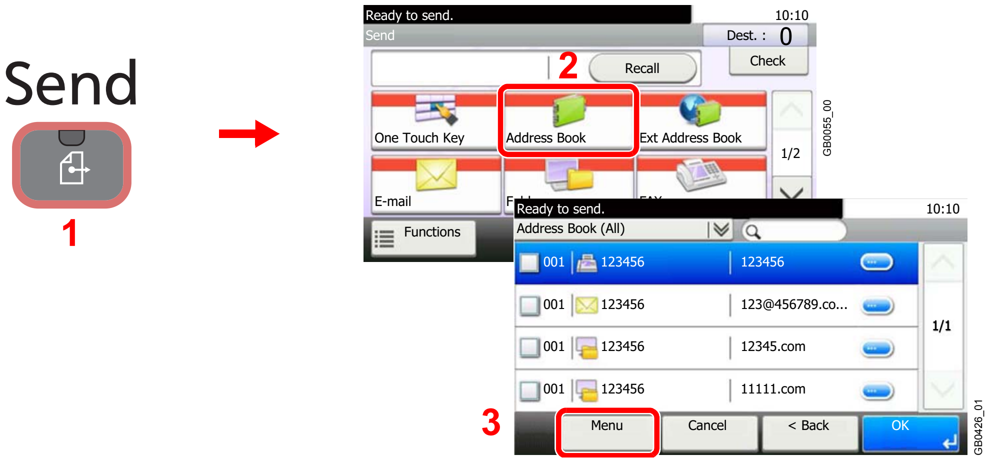
A maximum of 200 contact addresses can be registered. Each address can include the information such as destination name, E-mail address, FTP server folder path, computer folder path, and FAX No. (Only on products with the fax function installed).

NOTE

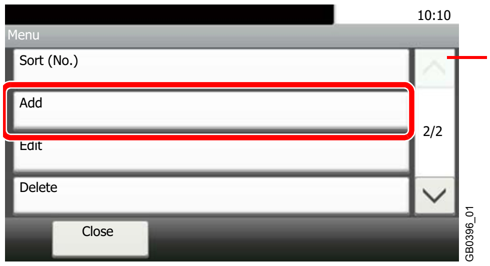
If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

Contact addresses can also be registered in the system menu.

1 Display the screen.

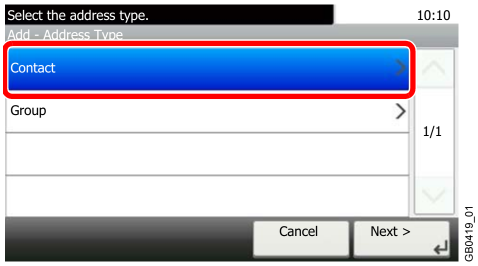

Send
1
Ready to send.
10:10
Send
Dest. : 0
Recall
Check
2
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Functions
GB0055_00
Ready to send.
Address Book (All)
001 123456 123456
001 123456 123@456789.co...
001 123456 12345.com
001 123456 11111.com
1/1
3
Menu
Cancel
< Back
OK
GB0426_01

2 Adds a new destination.

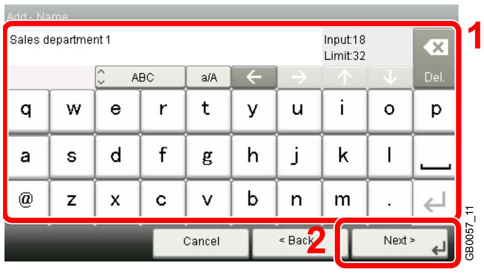

10:10
Menu
Sort (No.)
Add
Edit
Delete
2/2
Close
GB0396_01

Use [﹀] or [︿] to scroll up and down.

3 Select the registration method.


Select the address type.
10:10
Add - Address Type
Contact
Group
1/1
Cancel
Next >
GB0419_01

4 Enter the destination name.


Add - Name

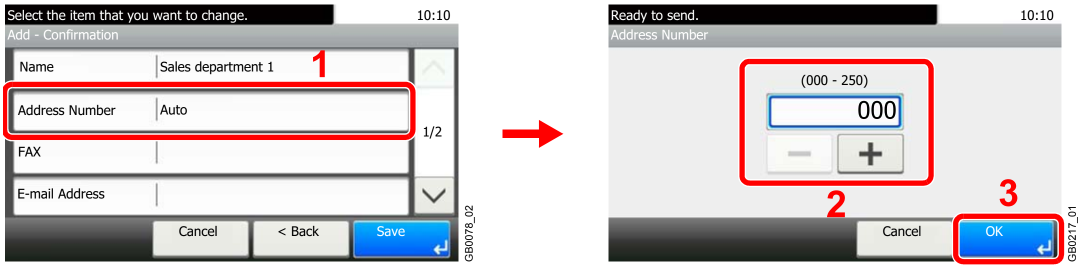
Sales department 1

Input:18
Limit:32
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
< Back
Next >
1
2
GB0057_11

Up to 32 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

5 Enter the address number.


Select the item that you want to change. 10:10

Add - Confirmation

Name	Sales department 1
Address Number	Auto
FAX	
E-mail Address	

Ready to send. 10:10

Address Number

(000 - 250)

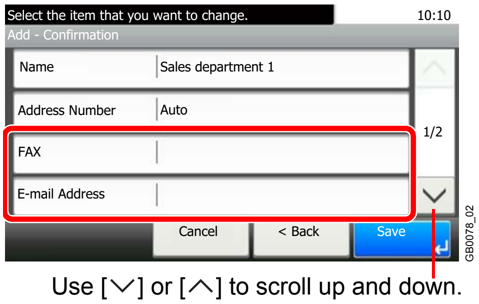
000
1/2
Cancel
< Back
Save
1
GB0078_02
−
+
Cancel
OK
2
3
GB0217_01

Press [+], [-] or numeric keys to enter a particular Address Number (1-250).

Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.

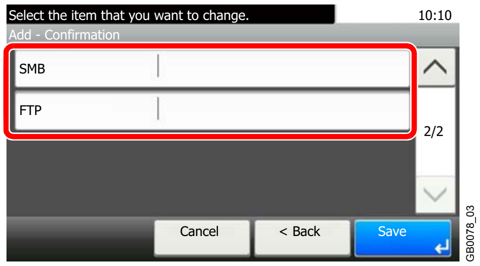
If you set “000” as the address number, the address is registered under the lowest available number.

6 Enter the destination.


Select the item that you want to change. 10:10

Add - Confirmation

Name	Sales department 1
Address Number	Auto
FAX	
E-mail Address	
1/2
Cancel
< Back
Save
GB0078_02


Select the item that you want to change. 10:10

Add - Confirmation

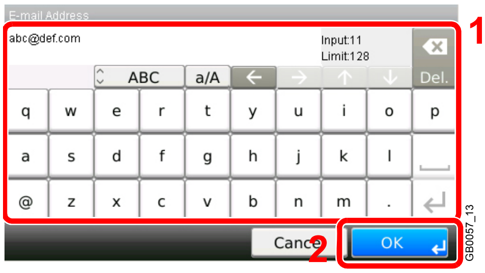
SMB	
FTP	
2/2
Cancel
< Back
Save
GB0078_03

Use [∨] or [∧] to scroll up and down.

Select the type of destination to register.

For details on FAX, refer to *FAX Operation Guide*.

E-mail Address


E-mail Address

abc@def.com

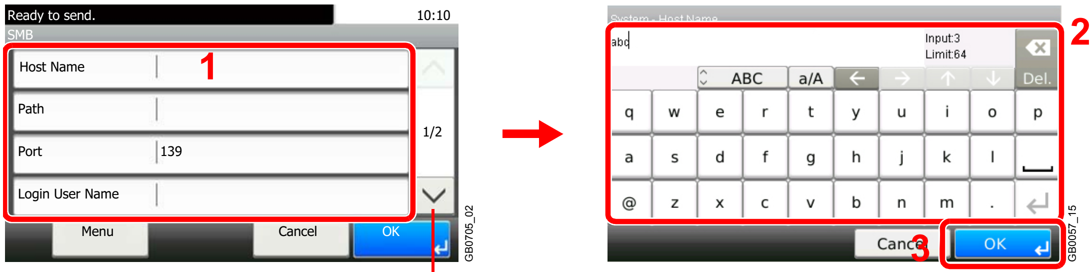
Input:11
Limit:128
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
OK
1
2
GB0057_13

Enter the E-mail address. Up to 128 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

The Folder (SMB) Address

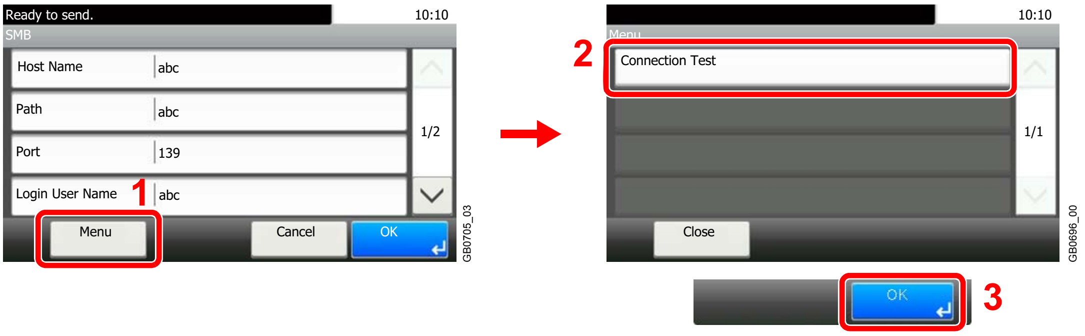
1 Enter *Host Name*, *Path*, *Port, Login User Name* and *Login Password*.


Ready to send.
10:10
SMB
Host Name
Path
Port 139
Login User Name
1/2
Menu
Cancel
OK
GB0705_02
1
System - Host Name
abc
Input:3
Limit:64
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
OK
2
3
GB0057_15

Use [∨] or [∧] to scroll up and down.

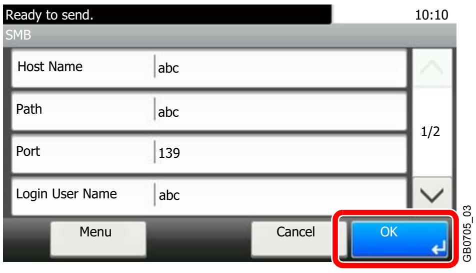
For more information, refer to *Specifying a New PC Folder on page 6-19*.

2 Confirm the connection status.


Ready to send.
10:10
SMB
Host Name abc
Path abc
Port 139
Login User Name abc
1/2
Menu
Cancel
OK
1
GB0705_03
Menu
10:10
Connection Test
1/1
Close
2
GB0696_00
OK
3

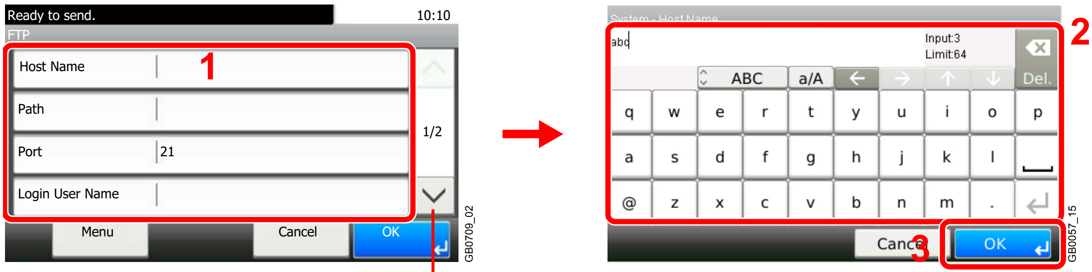
Connected. appears when connection to the destination is correctly established. If *Cannot connect.* appears, review the entry.

3


Ready to send.
10:10
SMB
Host Name abc
Path abc
Port 139
Login User Name abc
1/2
Menu
Cancel
OK
GB0705_03

The Folder (FTP) Address

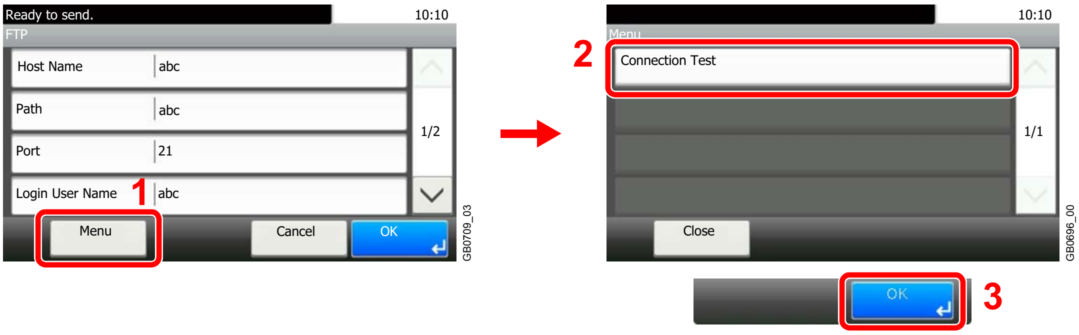
1 Enter *Host Name*, *Path*, *Port, Login User Name* and *Login Password*.


Ready to send.
10:10
FTP
Host Name
Path
Port 21
Login User Name
1/2
Menu
Cancel
OK
GB0709_02
1
System - Host Name
abc
Input:3
Limit:64
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
OK
2
3
GB0057_15

Use [∨] or [∧] to scroll up and down.

For more information, refer to *Specifying a New PC Folder on page 6-19*.

2 Confirm the connection status.



Ready to send.

FTP

Host Name: abc

Path: abc

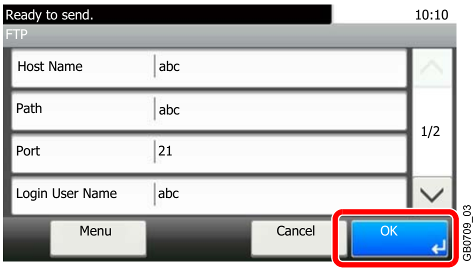
Port: 21

Login User Name: abc

10:10
1/2
Menu
Cancel
OK
1
GB0709_03
Menu
Connection Test
1/1
Close
2
OK
3
GB0696_00

Connected. appears when connection to the destination is correctly established. If *Cannot connect.* appears, review the entry.

3



Ready to send.

FTP

Host Name: abc

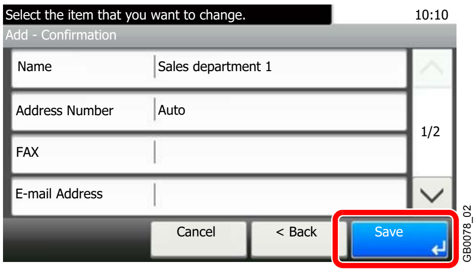
Path: abc

Port: 21

Login User Name: abc

10:10
1/2
Menu
Cancel
OK
GB0709_03

7 Register the destination.



Select the item that you want to change.

Add - Confirmation

Name: Sales department 1

Address Number: Auto

FAX:

E-mail Address:

10:10
1/2
Cancel
< Back
Save
GB0078_02

Adding a Group

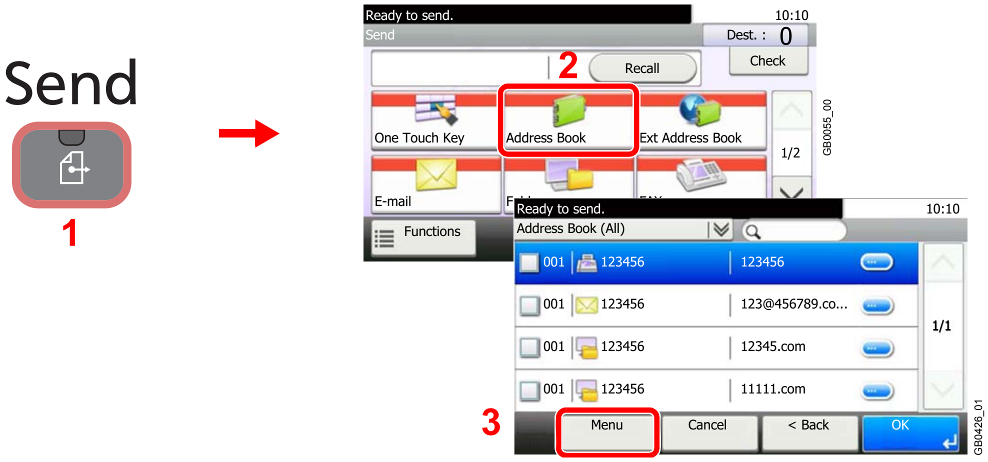
Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 50 groups can be added in the Address Book.
Before adding a group in the Address Book, the contacts to be included in the group must be added first.

NOTE

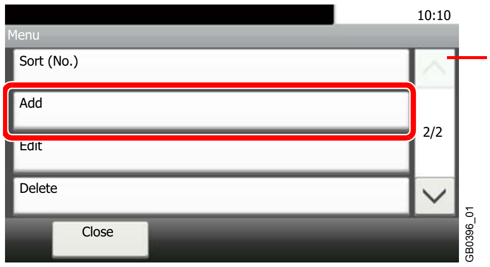
If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

Designations in the group can also be registered in the system menu.

1 Display the screen.

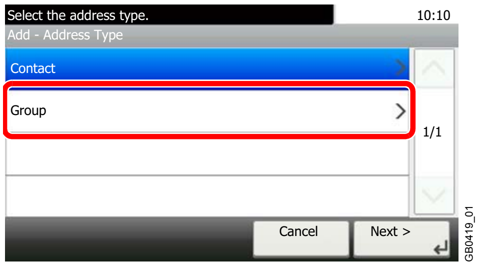

Send
1
Ready to send.
10:10
Send
Dest. : 0
2
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Functions
GB0055_00
Ready to send.
10:10
Address Book (All)
001 123456 123456
001 123456 123@456789.co...
001 123456 12345.com
001 123456 11111.com
1/1
3
Menu
Cancel
< Back
OK
GB0426_01

2 Adds a new destination.

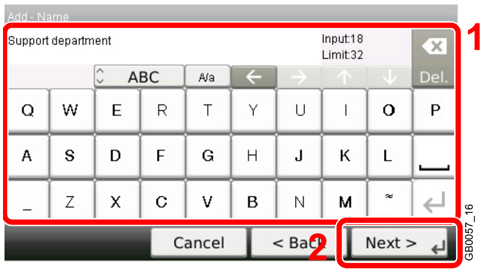

10:10
Menu
Sort (No.)
Add
Edit
Delete
2/2
Close
GB0396_01

Use [﹀] or [︿] to scroll up and down.

3 Select the registration method.


Select the address type.
10:10
Add - Address Type
Contact
Group
1/1
Cancel
Next >
GB0419_01

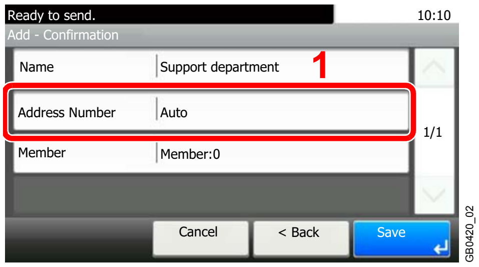
4 Enter the group name.


Add - Name
Support department
Input:18
Limit:32
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M
Cancel
< Back
Next >
1
2
GB0057_16

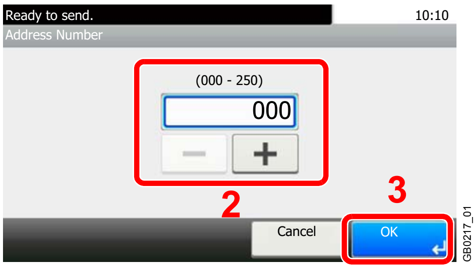
Up to 32 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

5 Enter the address number.


Ready to send.
10:10
Add - Confirmation
1
1/1
Cancel
< Back
Save
GB0420_02

Name: Support department
Address Number: Auto
Member: Member:0


Ready to send.
10:10
Address Number
(000 - 250)
000
2
3
Cancel
OK
GB0217_01

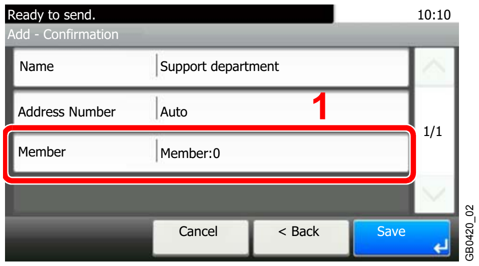
Press [+], [-] or numeric keys to enter a particular Address Number (1-250).

Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.

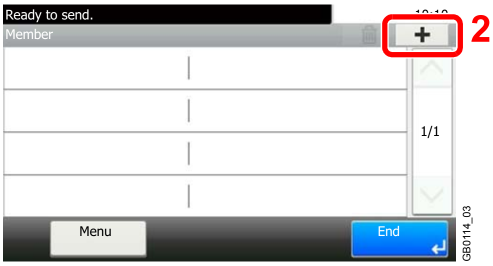
If you set “000” as the address number, the address is registered under the lowest available number.

6 Select the members (destinations).

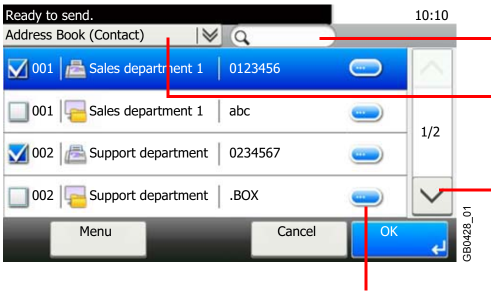
1 Display the screen.


Ready to send.
10:10
Add - Confirmation
1
1/1
Cancel
< Back
Save
GB0420_02

Name: Support department
Address Number: Auto
Member: Member:0


Ready to send.
Member
2
1/1
Menu
End
GB0114_03

2 Press the checkbox to select the desired destination from the list. The selected destinations are indicated by a checkmark in the check box.


Ready to send.
10:10
Address Book (Contact)
1/2
Menu
Cancel
OK
GB0428_01

☑ 001 | Sales department 1 | 0123456
☐ 001 | Sales department 1 | abc
☑ 002 | Support department | 0234567
☐ 002 | Support department | .BOX

Searches by destination name.

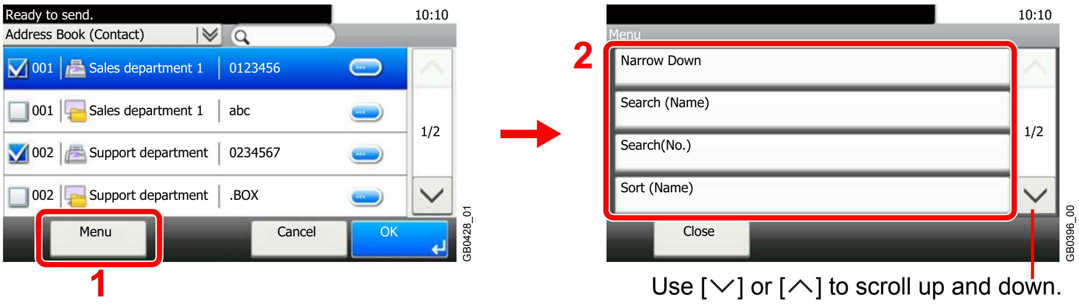
Advanced search by type of registered destination (E-mail, Folder (SMB/FTP) or FAX).

Use [﹀] or [︿] to scroll up and down.

Displays details for individual destinations.

You can specify a destination by address number by pressing the **Quick No. Search** key.

You can also press [Menu] to perform a more detailed search.


Ready to send.
10:10
Address Book (Contact)
☑ 001 Sales department 1 0123456
☐ 001 Sales department 1 abc
☑ 002 Support department 0234567
☐ 002 Support department .BOX
1/2
Menu
Cancel
OK
1
GB0428_01
Menu
Narrow Down
Search (Name)
Search(No.)
Sort (Name)
1/2
Close
2
GB0396_00

Use [∨] or [∧] to scroll up and down.

Narrow Down: Advanced search by type of registered destination (E-mail, Folder (SMB/FTP) or FAX).

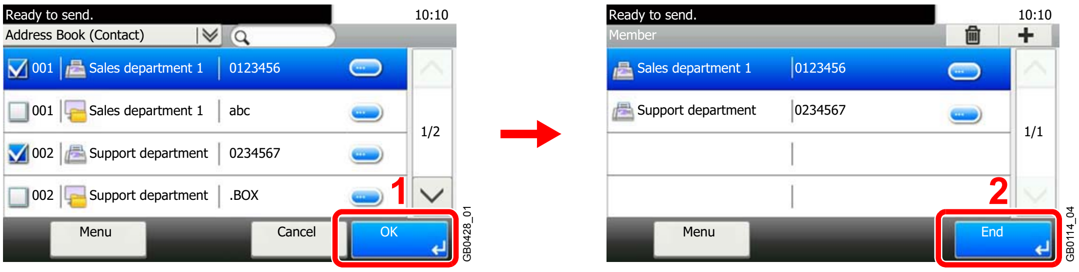
Search (Name) and *Search (No.)*: Searches by destination name or address number.

Sort (Name) and *Sort (No.)*: Sorts the list by destination name or address number.

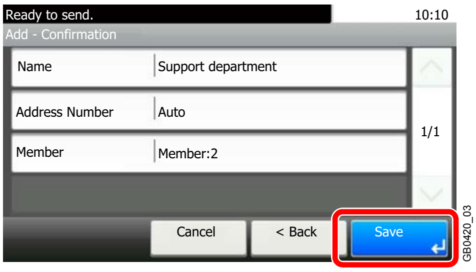
NOTE

To cancel a selection, press the corresponding checkbox to clear the check mark.

7 Accept the members.


Ready to send.
10:10
Address Book (Contact)
☑ 001 Sales department 1 0123456
☐ 001 Sales department 1 abc
☑ 002 Support department 0234567
☐ 002 Support department .BOX
1/2
Menu
Cancel
OK
1
GB0428_01
Ready to send.
10:10
Member
Sales department 1 0123456
Support department 0234567
1/1
Menu
End
2
GB0114_04

8 Register the group.

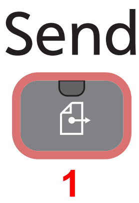

Ready to send.
10:10
Add - Confirmation
1/1
Cancel
< Back
Save
GB0420_03

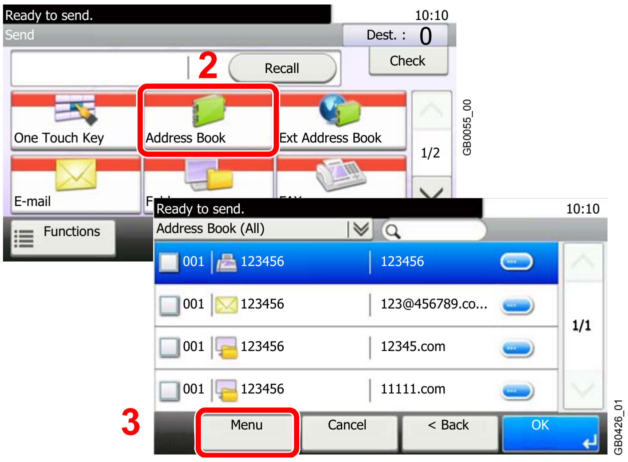
Name: Support department
Address Number: Auto
Member: Member:2

Editing and Deleting Address Book Entries

Edit and delete the destinations (contacts) you added to the Address Book.

1 Display the screen.

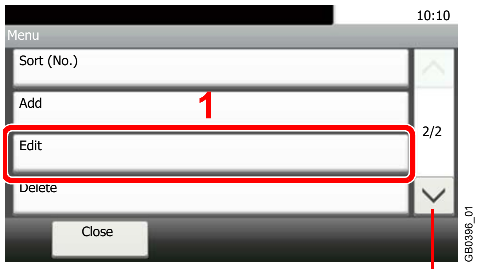


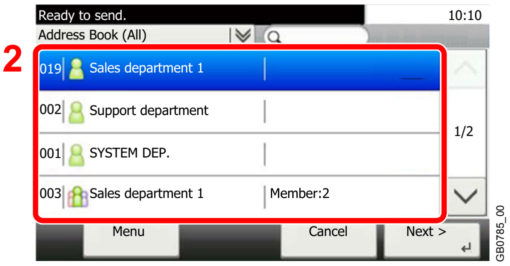

Ready to send.
10:10
Send
Dest. : 0
Recall
Check
2
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Functions
GB0055_00
Ready to send.
10:10
Address Book (All)
001 123456 123456
001 123456 123@456789.co...
001 123456 12345.com
001 123456 11111.com
1/1
3
Menu
Cancel
< Back
OK
GB0426_01

2 Edit or delete the destination.

To edit the destination

1


10:10
Menu
Sort (No.)
Add
1
Edit
Delete
2/2
Close
GB0396_01

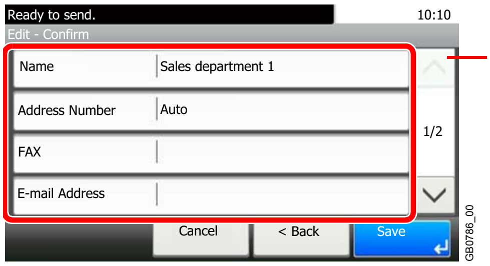

Ready to send.
10:10
Address Book (All)
2
019 Sales department 1
002 Support department
001 SYSTEM DEP.
003 Sales department 1 Member:2
1/2
Menu
Cancel
Next >
GB0785_00

Use [∨] or [∧] to scroll up and down.

Select the destination (contacts) or group to edit.

You can specify a destination by address number by pressing the **Quick No. Search** key.

2

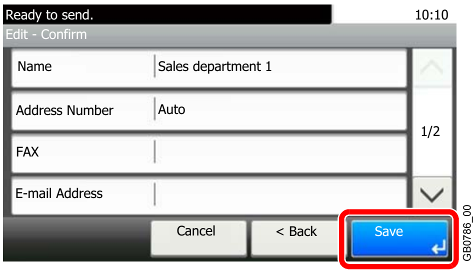

Ready to send.
10:10
Edit - Confirm
1/2
Cancel
< Back
Save
GB0786_00

Name: Sales department 1
Address Number: Auto
FAX
E-mail Address

Use [∨] or [∧] to scroll up and down.

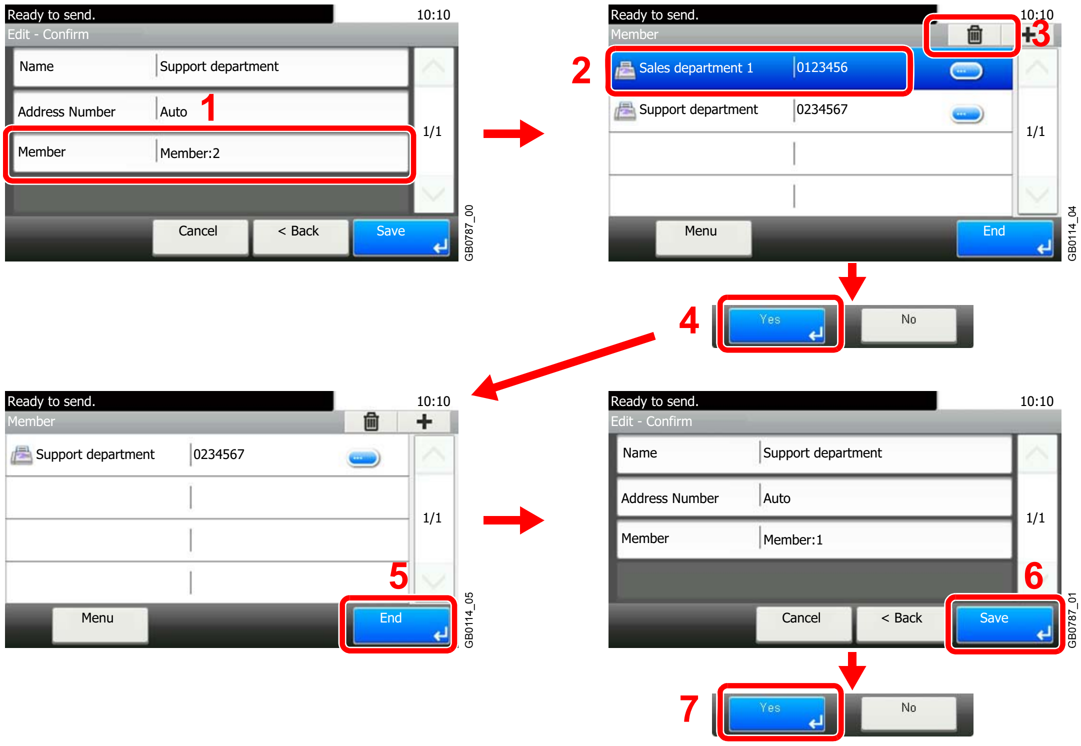
Change the information as needed by pressing the item in question.

3


Ready to send. 10:10
Edit - Confirm
Name: Sales department 1
Address Number: Auto
FAX:
E-mail Address:
1/2
Cancel
< Back
Save
GB0786_00

To delete a member (group)

To delete a member from a group, select the destination you wish to delete and press [(Delete)] (the trash can icon).

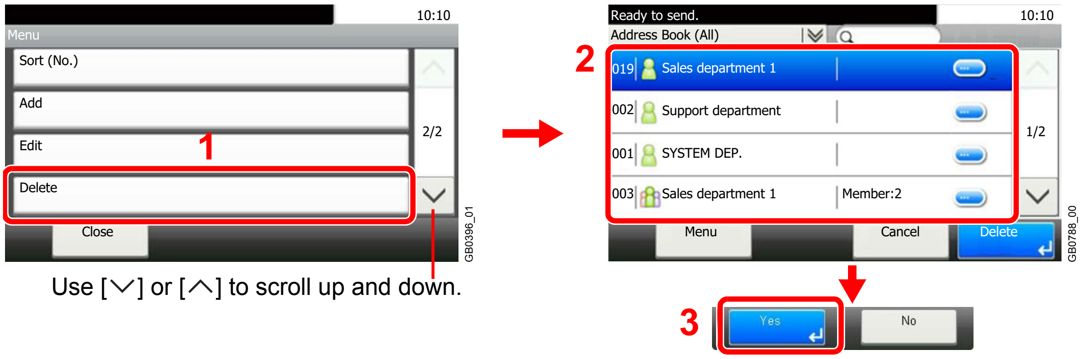

Ready to send. 10:10
Edit - Confirm
Name: Support department
Address Number: Auto
Member: Member:2

Ready to send. 10:10
Member
Sales department 1 0123456
Support department 0234567

Ready to send. 10:10
Member
Support department 0234567

Ready to send. 10:10
Edit - Confirm
Name: Support department
Address Number: Auto
Member: Member:1
1
1/1
Cancel
< Back
Save
GB0787_00
2
3
1/1
Menu
End
GB0114_04
4
Yes
No
5
1/1
Menu
End
GB0114_05
6
1/1
Cancel
< Back
Save
GB0787_01
7
Yes
No

To delete


Ready to send. 10:10
Menu
Sort (No.)
Add
Edit
Delete

Ready to send. 10:10
Address Book (All)
019 Sales department 1
002 Support department
001 SYSTEM DEP.
003 Sales department 1 Member:2
1
2/2
Close
GB0396_01
2
1/2
Menu
Cancel
Delete
GB0788_00
3
Yes
No

Use [∨] or [∧] to scroll up and down.

Select the destination (contacts) or group to delete.

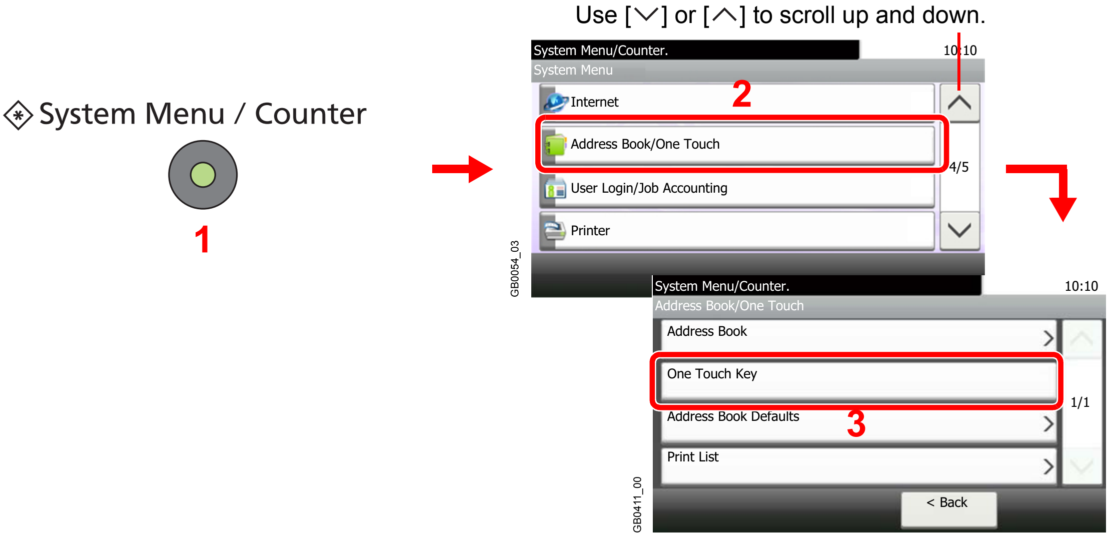
Adding a Destination on One Touch Key

Add a new destination (contact or group) on One Touch Key.

Adding a Destination

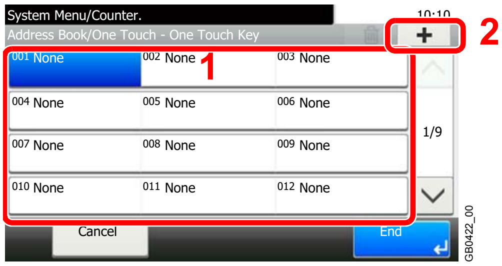
Add a new destination (contact or group). A maximum of 100 destinations can be registered.
To register a destination to a One Touch Key, it must first be registered in the Address Book. Register one or more destinations as needed before proceeding.

1 Display the screen.


System Menu / Counter
1
System Menu/Counter.
10:10
System Menu
Internet
2
Address Book/One Touch
4/5
User Login/Job Accounting
Printer
GB0054_03
System Menu/Counter.
10:10
Address Book/One Touch
Address Book
One Touch Key
1/1
Address Book Defaults
3
Print List
< Back
GB0411_00

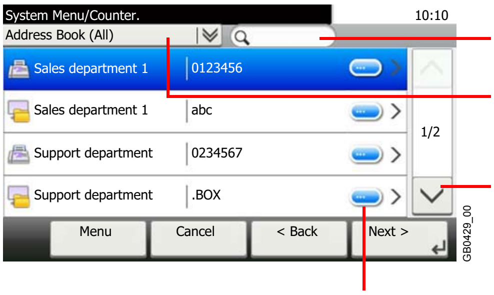
Use [∨] or [∧] to scroll up and down.

2 Adds a One Touch Key.


System Menu/Counter.
10:10
Address Book/One Touch - One Touch Key
+
2
001 None
002 None
1
003 None
004 None
005 None
006 None
007 None
008 None
009 None
010 None
011 None
012 None
1/9
Cancel
End
GB0422_00

Select a One Touch Key with no registered destination, and press [+].

3 Select the destinations.


System Menu/Counter.
10:10
Address Book (All)
Sales department 1
0123456
Sales department 1
abc
Support department
0234567
Support department
.BOX
1/2
Menu
Cancel
< Back
Next >
GB0429_00

Searches by destination name.

Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX or Group).

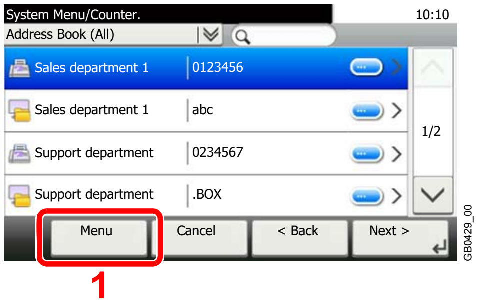
Use [∨] or [∧] to scroll up and down.

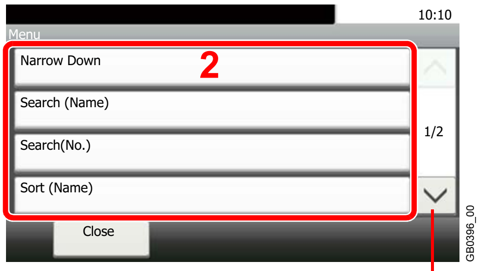
Displays details for individual destinations.

Select one destination (contact or group) from the Address Book.

You can specify a destination by address number by pressing the **Quick No. Search** key.

You can also press [Menu] to perform a more detailed search.


System Menu/Counter.
10:10
Address Book (All)
Sales department 1
0123456
Sales department 1
abc
Support department
0234567
Support department
.BOX
1/2
Menu
Cancel
< Back
Next >
GB0429_00
1


10:10
Menu
Narrow Down
2
Search (Name)
Search(No.)
Sort (Name)
1/2
Close
GB0396_00

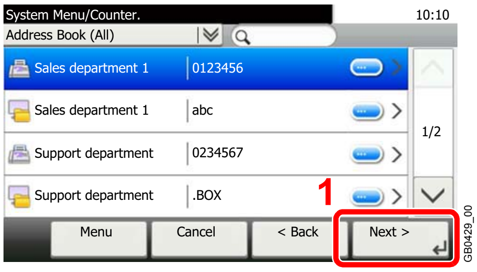
Use [∨] or [∧] to scroll up and down.

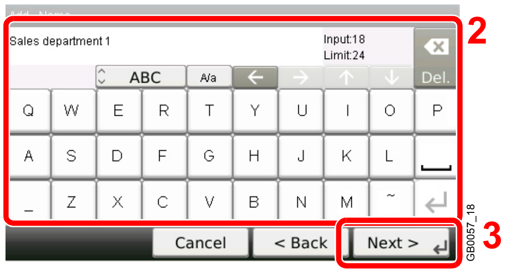
Narrow Down: Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX or Group).

Search (Name) and *Search (No.)*: Searches by destination name or address number.

Sort (Name) and *Sort (No.)*: Sorts the list by destination name or address number.

4 Enter the One Touch Key name.


System Menu/Counter.
10:10
Address Book (All)
Sales department 1
0123456
Sales department 1
abc
Support department
0234567
Support department
.BOX
1
1/2
Menu
Cancel
< Back
Next >
GB0429_00

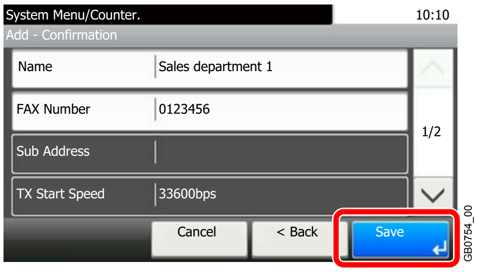

2
Input:18
Limit:24
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M ~
Cancel
< Back
Next >
3
GB0057_18

Sales department 1

Up to 24 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

5 Register the destination.

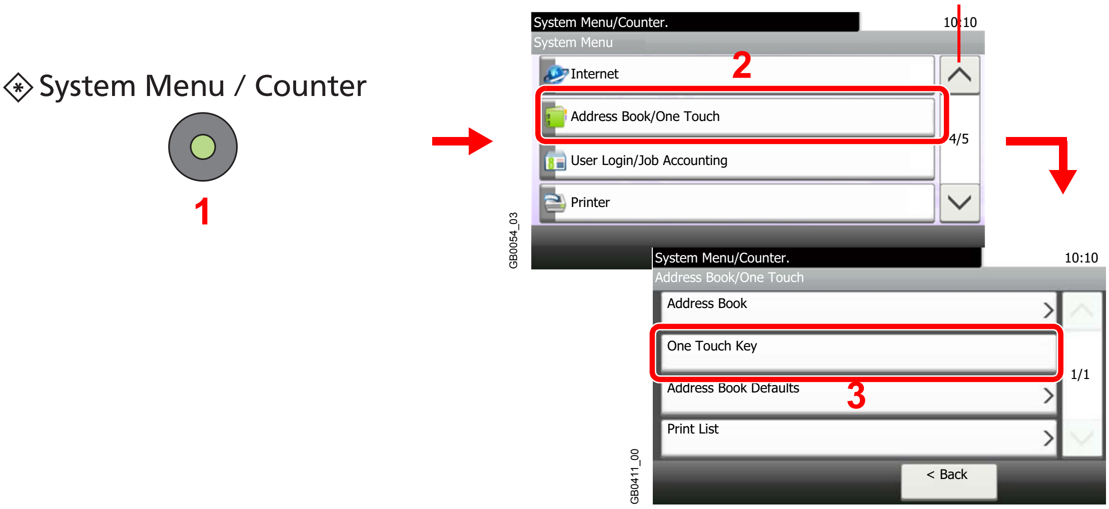

System Menu/Counter.
10:10
Add - Confirmation
1/2
Cancel
< Back
Save
GB0754_00

Name: Sales department 1
FAX Number: 0123456
Sub Address:
TX Start Speed: 33600bps

Editing and Deleting One Touch Key

Edit and delete the destinations you added to One Touch Key.

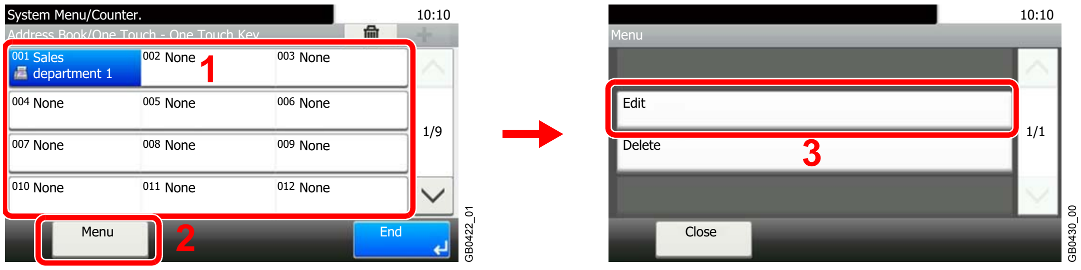
1 Display the screen.


Use [∨] or [∧] to scroll up and down.

System Menu / Counter
1
System Menu/Counter.
10:10
System Menu
Internet
2
Address Book/One Touch
4/5
User Login/Job Accounting
Printer
GB0054_03
System Menu/Counter.
10:10
Address Book/One Touch
Address Book
One Touch Key
1/1
Address Book Defaults
3
Print List
< Back
GB0411_00

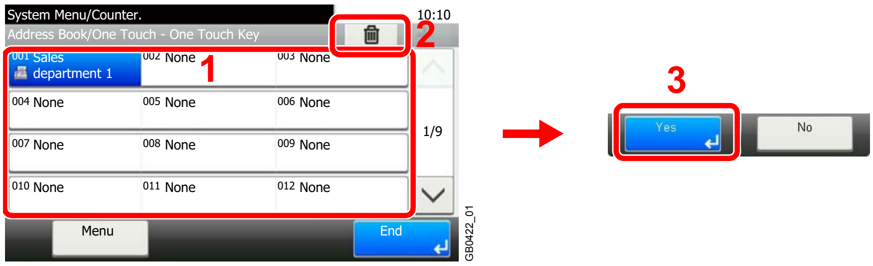
2 Edit or delete the destination.

To edit the destination


System Menu/Counter.
10:10
Address Book/One Touch - One Touch Key
001 Sales department 1
002 None
1
003 None
004 None
005 None
006 None
1/9
007 None
008 None
009 None
010 None
011 None
012 None
Menu
2
End
GB0422_01
Menu
10:10
Edit
1/1
Delete
3
Close
GB0430_00

Select the One Touch Key you wish to edit and press [Menu] followed by [Edit].

To delete


System Menu/Counter.
10:10
Address Book/One Touch - One Touch Key
2
001 Sales department 1
002 None
1
003 None
004 None
005 None
006 None
1/9
007 None
008 None
009 None
010 None
011 None
012 None
Menu
End
GB0422_01
3
Yes
No

Select the One Touch Key you wish to delete and press [(Delete)] (the trash can icon).

Sending Functions

Send screen shows the commonly used functions. By pressing [Functions], other selectable functions will be shown as a list. Use [﹀] or [︿] to select the function.

What do you want to do?	Reference Page
Select the file format for images being sent.	File Format ▶ page 3-51
Specify the original size.	Original Size ▶ page 3-37
Specify the original orientation to scan in the correct direction.	Original Orientation ▶ page 3-38
Automatically scan 2-sided originals.	Duplex ▶ page 3-39
Change the size of the image being sent.	Sending Size ▶ page 6-37
Send each page in a separate file.	File Separation ▶ page 6-39
Set the resolution at which to scan originals.	Scan Resolution ▶ page 3-46
Adjust the density.	Density ▶ page 3-45
Change the color mode for images being sent.	Color Selection ▶ page 3-53
Select original image type for best results.	Original Image ▶ page 3-47
Emphasize the outline of texts or lines. Blur the image outline.	Sharpness ▶ page 3-48
Darken or lighten the background (i.e., the area with no text or images) of originals.	Background Density Adjust ▶ page 3-49
Enlarge or shrink originals according to the sending size.	Zoom ▶ page 3-50
Scan a large number of originals separately and then produce as one job.	Continuous Scan ▶ page 3-41
Add a file name to the job to easily check its status.	File Name Entry ▶ page 3-56
Add an E-mail subject and body (when sending E-mail).	E-mail Subject/Body ▶ page 6-40
Send notice by e-mail when a job is complete.	Job Finish Notice ▶ page 3-54
Encrypt your message.	FTP Encrypted TX ▶ page 6-41
Send a image to a WSD-compatible computer.	WSD Scan ▶ page 6-42

NOTE

This section does not include fax settings. For details on fax operation, refer to the FAX *Operation Guide*. Fax functionality can only be used on products equipped with fax capability.

Sending Size

Select size of image to be sent.

Same as Original Size	Automatically sends the same size as the original.
Metric	Select from A4, A5, A6, B5, B6 or Folio.
inch	Select from Letter, Legal, Statement, Executive or Oficio II.
Others	Select from 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufukuhagaki, Youkei 4 or Youkei 2

Relationship between Original Size, Sending Size, and Zoom

Original Size (page *3-37*), Sending Size, and *Zoom* (page *3-50*) are related to each other. Refer to the following table.

Original Size and the size you wish to send as are	the same	different
Original Size	Specify as necessary	Specify as necessary
Sending Size	Select [Same as Original]	Select the required size
Zoom	Select [100%] (or [Auto])	Select [Auto]

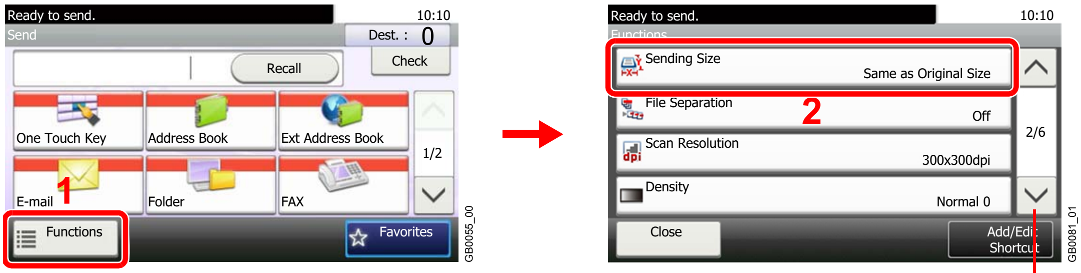
NOTE

When you select Sending Size that is different from Original Size, and select the Zoom [100%], you can send the image as the actual size (No Zoom).

1 Display the screen.

1 Referring to *Basic Operation on page 6-2*, display the screen.

2


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00
Ready to send.
10:10
Functions
2
2/6
Close
Add/Edit Shortcut
GB0081_01

Sending Size: Same as Original Size

File Separation: Off

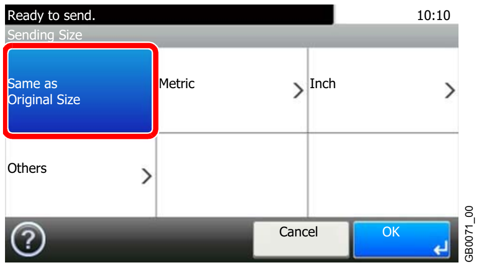
Scan Resolution: 300x300dpi

Density: Normal 0

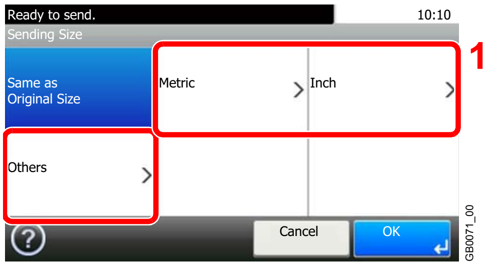
Use [∨] or [∧] to scroll up and down.

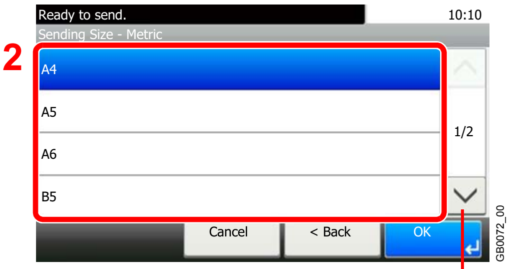
2 Select the sending size.

[Same as Original Size]


Ready to send.
10:10
Sending Size
Same as Original Size
Metric
Inch
Others
Cancel
OK
GB0071_00

[Metric], [inch] or [Others]


Ready to send.
10:10
Sending Size
Same as Original Size
Metric
Inch
Others
Cancel
OK
1
GB0071_00

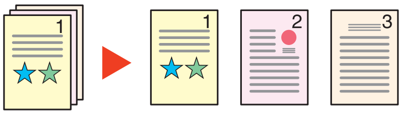

2
Ready to send.
10:10
Sending Size - Metric
A4
A5
A6
B5
1/2
Cancel
< Back
OK
GB0072_00

Use [﹀] or [︿] to scroll up and down.

Select the desired size.

File Separation

Create several files by dividing scanned original data page by page, and send the files.



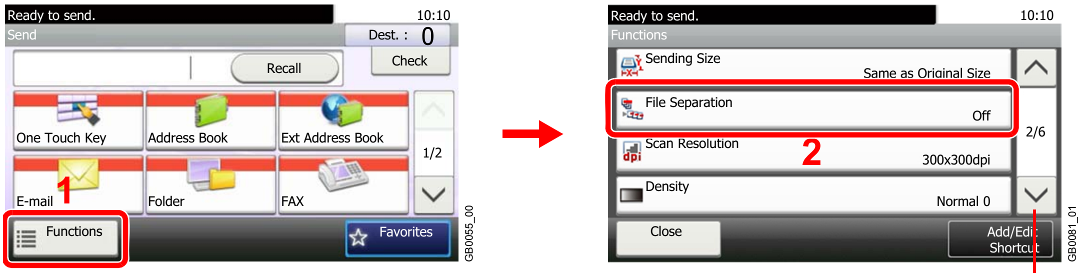
NOTE

Three-digit serial number such as abc_001.pdf, abc_002.pdf... is attached to the end of the file name.

1 Display the screen.

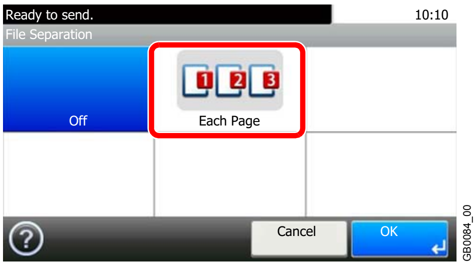
1 Referring to *Basic Operation on page 6-2*, display the screen.

2


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00
Ready to send.
10:10
Functions
Sending Size
Same as Original Size
File Separation
Off
2/6
Scan Resolution
2
300x300dpi
Density
Normal 0
Close
Add/Edit Shortcut
GB0081_01

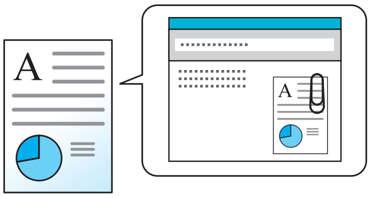
Use [﹀] or [︿] to scroll up and down.

2 Select the function.


Ready to send.
10:10
File Separation
Off
Each Page
Cancel
OK
GB0084_00

E-mail Subject/Body

Add subject and body when sending a document.



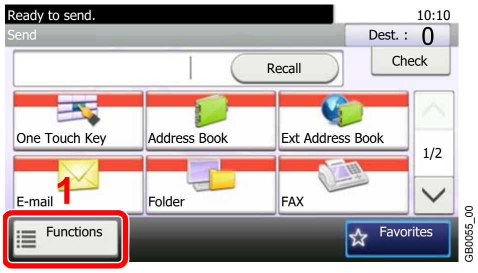
NOTE

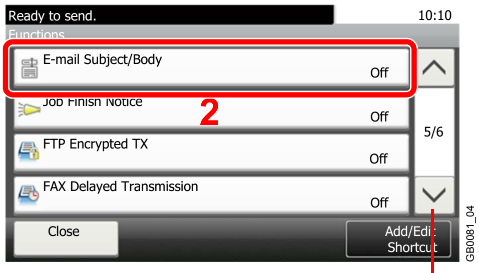
The subject can include up to 60 characters, and the body can include up to 500 characters.

1 Display the screen.

1 Referring to *Basic Operation on page 6-2*, display the screen.

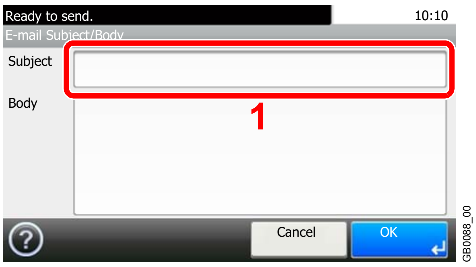
2

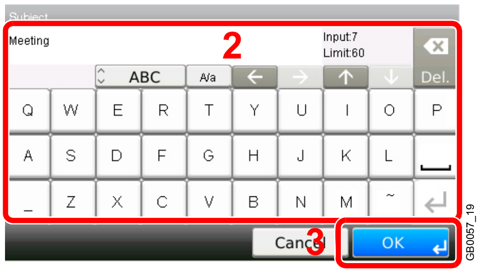

Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00


Ready to send.
10:10
Functions
E-mail Subject/Body
Off
Job Finish Notice
2
Off
5/6
FTP Encrypted TX
Off
FAX Delayed Transmission
Off
Close
Add/Edit Shortcut
GB0081_04

Use [﹀] or [︿] to scroll up and down.

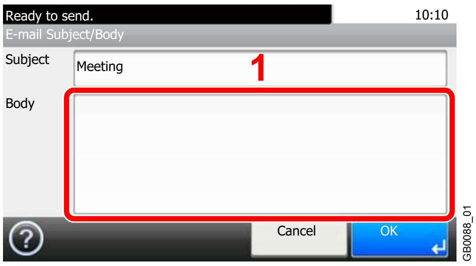
2 Enter the subject.

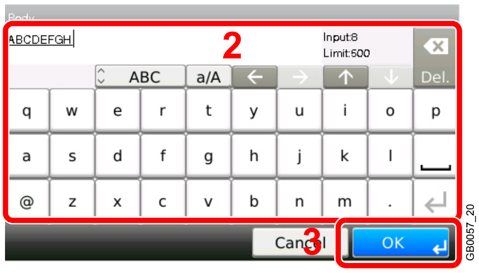

Ready to send.
10:10
E-mail Subject/Body
Subject
Body
1
Cancel
OK
GB0088_00


Subject
Meeting
2
Input:7
Limit:60
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M ~
Cancel
3
OK
GB0057_19

Refer to *Character Entry Method on page 11-7* for details on entering characters.

3 Enter the body.


Ready to send.
10:10
E-mail Subject/Body
Subject
Meeting
1
Body
Cancel
OK
GB0088_01


Body
ABCDEFGH
2
Input:8
Limit:500
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_20

4 Press [OK].

FTP Encrypted TX

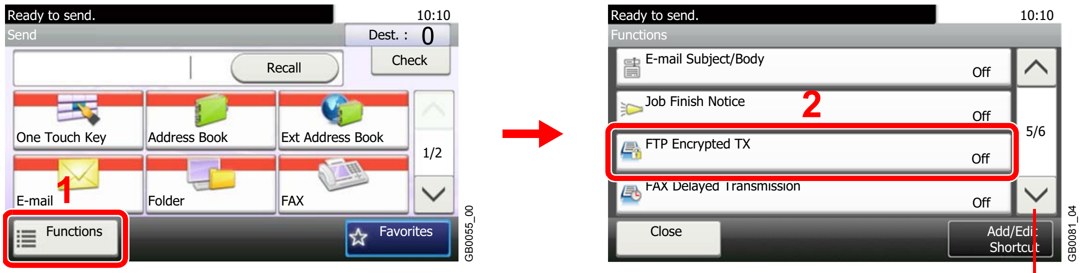
Encrypt images when using FTP. Encryption secures the document transmission.

NOTE
To use FTP encryption, set *SSL* to [On] in the Secure Protocol settings. For details, refer to *Secure Protocol on page 9-21*.

1 Display the screen.

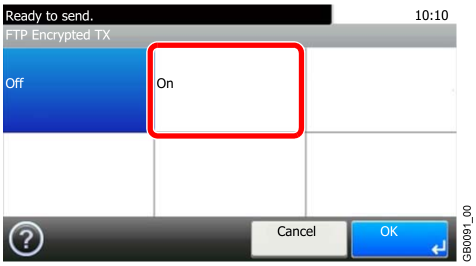
1 Referring to *Basic Operation on page 6-2*, display the screen.

2


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00
Ready to send.
10:10
Functions
E-mail Subject/Body
Off
Job Finish Notice
Off
2
FTP Encrypted TX
Off
5/6
FAX Delayed Transmission
Off
Close
Add/Edit Shortcut
GB0081_04

Use [﹀] or [︿] to scroll up and down.

2 Select the function.


Ready to send.
10:10
FTP Encrypted TX
Off
On
Cancel
OK
GB0091_00

WSD Scan

WSD Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

NOTE
To use WSD Scan, confirm that the computer used for WSD scanning and the machine is network-connected, and *WSD Scan* (page *9-20*) is set to [On] in the network settings.

For information on operating the computer, refer to the computer's help or the operation guide of your software.

Installing Driver Software (for Windows 7)

1 Display the window.

From the Start menu, select **Network**.

2 Install the driver.

Right-click the machine's icon and then click **Install**.

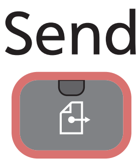
NOTE
If the **User Account Control** window appears, click **Continue**.

If the **Found New Hardware** window appears, click **Cancel**.

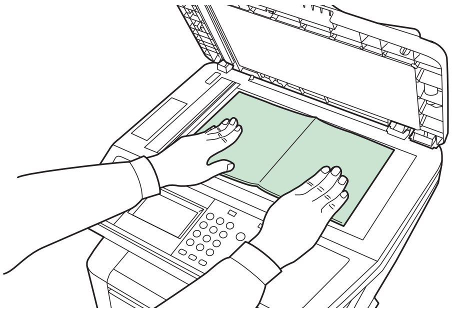
During the installation, double-click the icon shown on the task bar to display the **Driver Software Installation** screen. When **Your devices are ready to use** is displayed on the screen, the installation is completed.

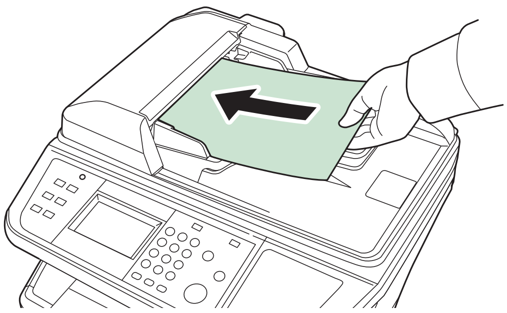
Using WSD

1 Press the Send key.



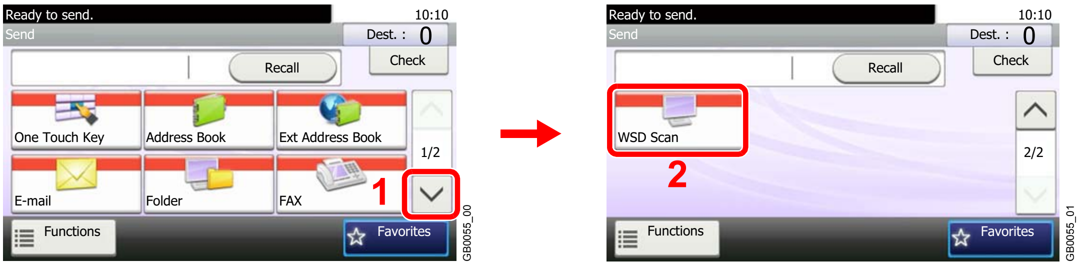
2 Place the originals.





For details, refer to *Loading Originals on page 3-12*.

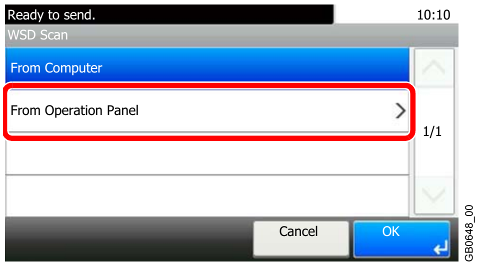
3 Display the screen.


Ready to send.
10:10
Send
Dest. : 0
Recall
Check
One Touch Key
Address Book
Ext Address Book
1/2
E-mail
Folder
FAX
1
Functions
Favorites
GB0055_00
Ready to send.
10:10
Send
Dest. : 0
Recall
Check
WSD Scan
2
2/2
Functions
Favorites
GB0055_01

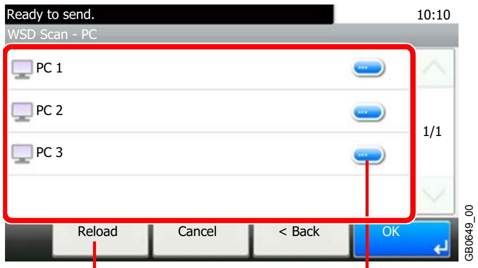
4 Scan the originals.

Procedure using this machine

1


Ready to send.
10:10
WSD Scan
From Computer
From Operation Panel
1/1
Cancel
OK
GB0648_00

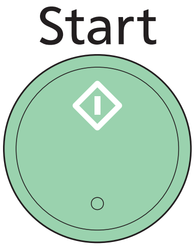
2 Select the destination computer.


Ready to send.
10:10
WSD Scan - PC
PC 1
PC 2
PC 3
1/1
Reload
Cancel
< Back
OK
GB0649_00

Updates the list.

Displays information for individual destination computers.

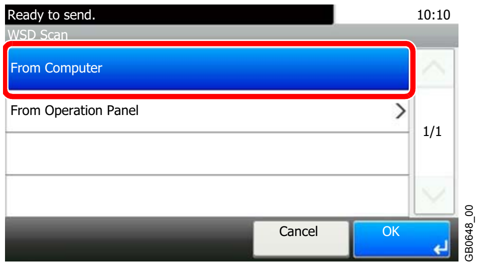
3 Press the **Start** key.



Sending begins and the software installed on the computer is activated.

Procedure from Your Computer

1


Ready to send.
10:10
WSD Scan
From Computer
From Operation Panel
1/1
Cancel
OK
GB0648_00

2 Use the software installed on the computer to send the images.

Scanning using TWAIN

This section explains how to scan an original using TWAIN.

The procedure for scanning using the TWAIN driver is explained as an example. The WIA driver is used in the same way.

1 Display the window.

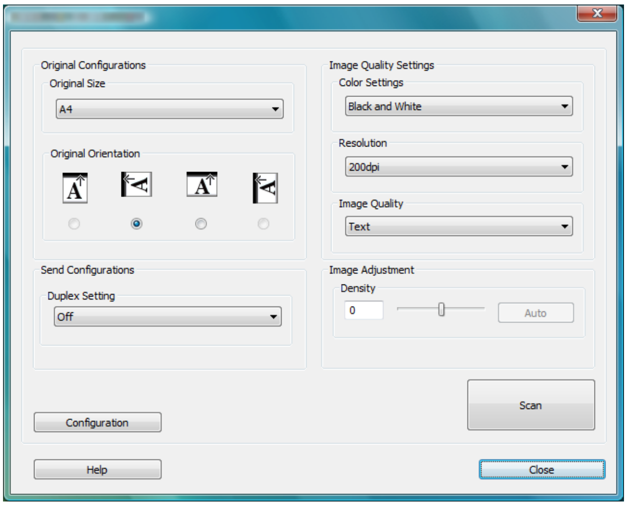
1 Activate the TWAIN compatible application.

2 Select the machine using the application and display the TWAIN dialog box.

> **NOTE**
> For selecting the machine, see the Operation Guide or Help for each application software.

2 Configure the function.

Select scanning settings in the TWAIN dialog box that opens.

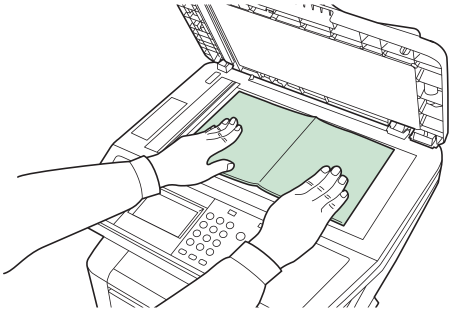

Original Configurations
Original Size: A4
Original Orientation
Send Configurations
Duplex Setting: Off
Image Quality Settings
Color Settings: Black and White
Resolution: 200dpi
Image Quality: Text
Image Adjustment
Density: 0

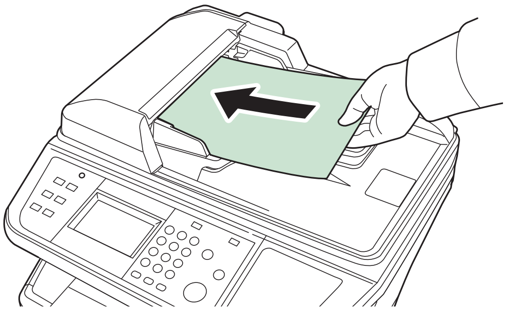
The settings that appear in the TWAIN dialog box are as follows.

Item		Detail
Original Configurations	**Original Size**	Select the scan size of the original.
	Original Orientation	Specify the type of binding.
Send Configurations	**Duplex Setting**	Specify whether the original is one-sided or two-sided.
Image Quality Settings	**Color Settings**	Select the color mode.
	Resolution	Select the resolution.
	Image Quality	Select the image quality according to the type of original.
Image Adjustment	**Density**	Select the exposure. Select the **Auto** button to have the exposure set automatically based on the original.

Item		Detail
Configuration		This is used to check current settings and store frequently used settings. When the **Configuration** button is clicked, a setting screen opens with buttons for **Details**, **Add current configuration**, and **Delete selected configuration**.
	Details	Current settings can be checked.
	Add current configuration	Save current settings with a name and comment.
	Delete selected configuration	Delete saved settings.

3 Place the originals.





For details, refer to *Loading Originals on page 3-12*.

4 Scan the originals.

Click the **Scan** button. The document data is scanned.

7 Document Box

This chapter explains the following topics:

Printing Documents Stored in Removable USB Memory 7-2
Saving Documents to USB Memory (Scan to USB) 7-5
Removing USB Memory 7-8
Functions for Document Box 7-9
    Duplex 7-10
    Encrypted PDF Password 7-11
    JPEG/TIFF Print 7-12
    XPS Fit to Page 7-13
    Storing Size 7-14

Printing Documents Stored in Removable USB Memory

Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory without having to use a computer.

The following file types can be printed:

- PDF file (Version 1.5)
- TIFF file (TIFF V6/TTN2 format)
- JPEG file
- XPS file
- Encrypted PDF file

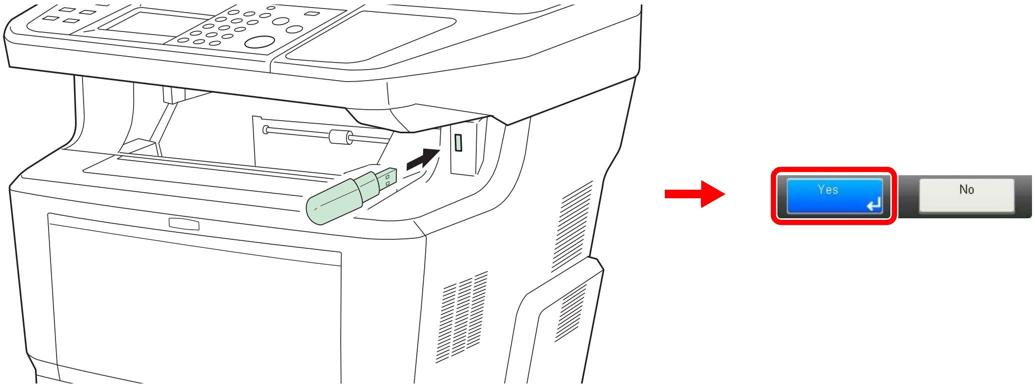
PDF files you wish to print should have an extension (.pdf).

Files to be printed should be saved no further down than the top 3 folder levels.

Use USB memory properly formatted by this machine.

Plug the USB memory directly into the USB memory slot. We do not guarantee that USB memory printing is error free if a USB hub is used.

1 Plug the USB memory.



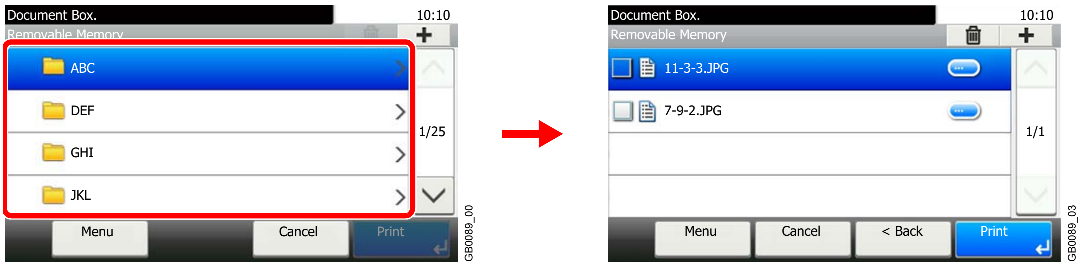
Plug the USB memory into the USB memory slot.

When the message *Removable Memory is recognized. Displaying files. Are you sure?* is displayed, press [Yes].

IMPORTANT
Use USB memory formatted by this machine. If a USB memory formatted by any other device is used, *The removable memory is not formatted.* may appear.

Refer to *Check of Device Status on page 8-12*.

2 Display the screen.


Document Box.
Removable Memory
10:10
ABC
DEF
GHI
JKL
1/25
Menu
Cancel
Print
GB0089_00
Document Box.
Removable Memory
10:10
11-3-3.JPG
7-9-2.JPG
1/1
Menu
Cancel
< Back
Print
GB0089_03

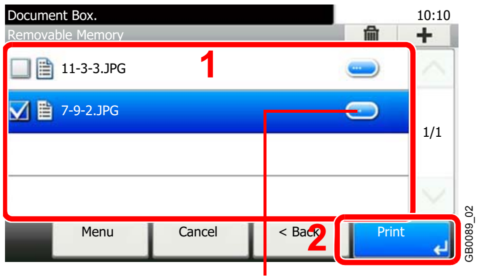
1 When the machine reads the USB memory, *Removable Memory* screen may appear.

> **NOTE**
>
> If the screen does not appear, press the **Document Box** key and then [Removable Memory].

2 Select and open the folder in which the file you wish to print is stored.

The machine will display documents in the top 3 folder levels, including the root folder. To return to a higher level folder, press [< Back].

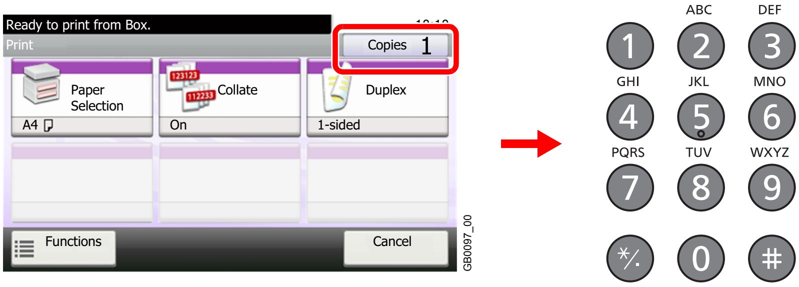
3 Select the file.


Document Box.
Removable Memory
10:10
1
11-3-3.JPG
7-9-2.JPG
1/1
Menu
Cancel
< Back
2
Print
GB0089_02

Displays details for individual files.

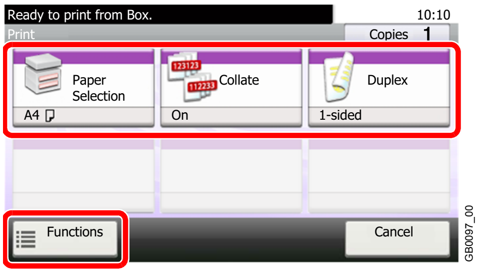
Select the file to be printed and press [Print].

4 Enter the quantity.


Ready to print from Box.
Print
Copies 1
Paper Selection
A4
Collate
On
Duplex
1-sided
Functions
Cancel
GB0097_00
1
ABC 2
DEF 3
GHI 4
JKL 5
MNO 6
PQRS 7
TUV 8
WXYZ 9
*/.
0
#

> **NOTE**
>
> Press the **Clear** key to change the copy quantity.

5 Select the functions.



Ready to print from Box.

10:10

Print

Copies 1

Paper Selection: A4

Collate: On

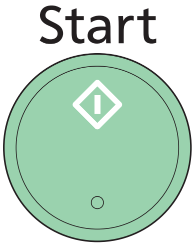
Duplex: 1-sided

Select the function to use for Document Box.

Press [Functions] to display other functions.

For details, refer to *Functions for Document Box on page 7-9*.

6 Start printing.



Press the **Start** key to start printing.

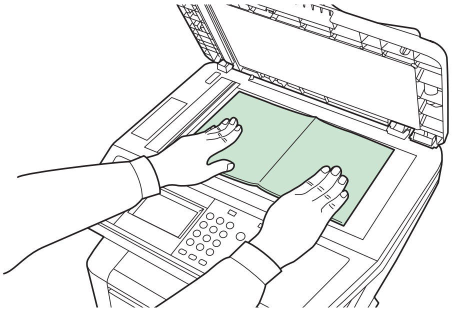
Remove the USB memory.

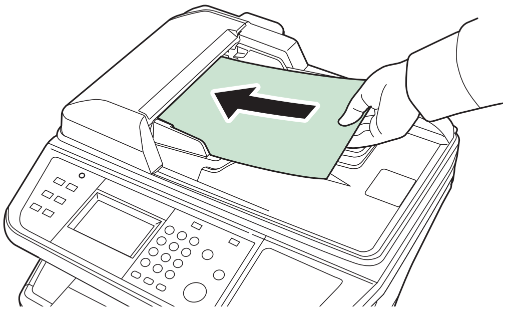
For details, refer to *Removing USB Memory on page 7-8*.

Saving Documents to USB Memory (Scan to USB)

This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG or XPS format.

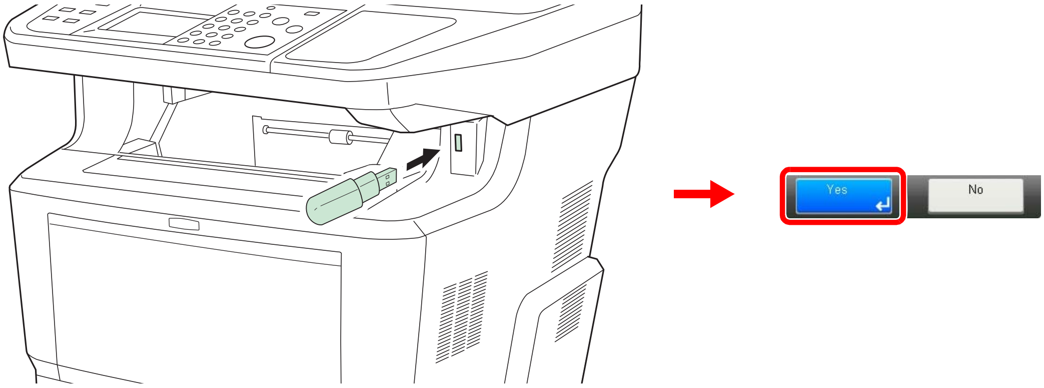
1 Place the originals.





For details, refer to *Loading Originals on page 3-12*.

2 Plug the USB memory.



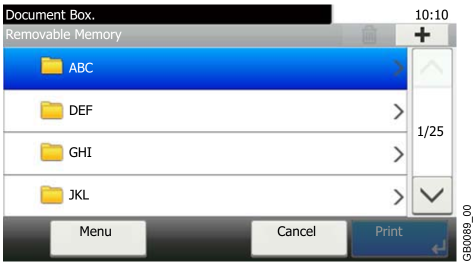
Plug the USB memory into the USB memory slot.

When the message *Removable Memory is recognized. Displaying files. Are you sure?* is displayed, press [Yes].

IMPORTANT
Use USB memory formatted by this machine. If a USB memory formatted by any other device is used, *The removable memory is not formatted.* may appear.

Refer to *Check of Device Status on page 8-12*.

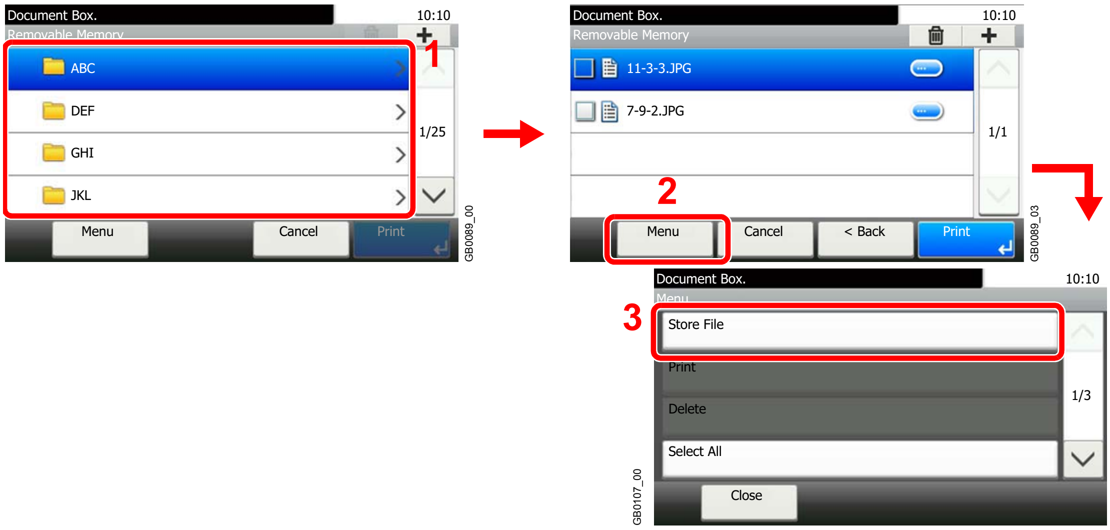
3 Display the screen.


Document Box.
10:10
Removable Memory
ABC
DEF
GHI
JKL
1/25
Menu
Cancel
Print
GB0089_00

When the machine reads the USB memory, *Removable Memory* screen may appear.

NOTE
If the screen does not appear, press the **Document Box** key and then [Removable Memory].

4 Select the folder.

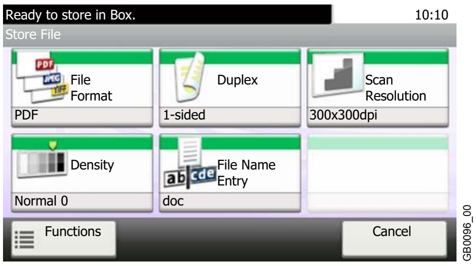

Document Box.
10:10
Removable Memory
ABC
DEF
GHI
JKL
1/25
Menu
Cancel
Print
GB0089_00
1
Document Box.
10:10
Removable Memory
11-3-3.JPG
7-9-2.JPG
1/1
2
Menu
Cancel
< Back
Print
GB0089_03
Document Box.
10:10
Menu
3
Store File
Print
Delete
Select All
1/3
Close
GB0107_00

Select the folder where the file will be stored and press [Menu] and then [Store File].

The machine will display the top 3 folder levels, including the root folder. To return to a higher level folder, press [< Back].

NOTE
Up to 100 documents and folders can be displayed for each directory. If the number of documents and folders in a directory exceeds 100, you will be unable to save additional documents.

5 Select the functions.

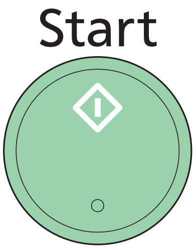

Ready to store in Box.
10:10
Store File
File Format
PDF
Duplex
1-sided
Scan Resolution
300x300dpi
Density
Normal 0
File Name Entry
doc
Functions
Cancel
GB0096_00

Select the function to use for Document Box.

Press [Functions] to display other functions.

For details, refer to *Functions for Document Box on page 7-9*.

6 Start storing.



Press the **Start** key to start storing.

Remove the USB memory.

For details, refer to *Removing USB Memory on page 7-8*.

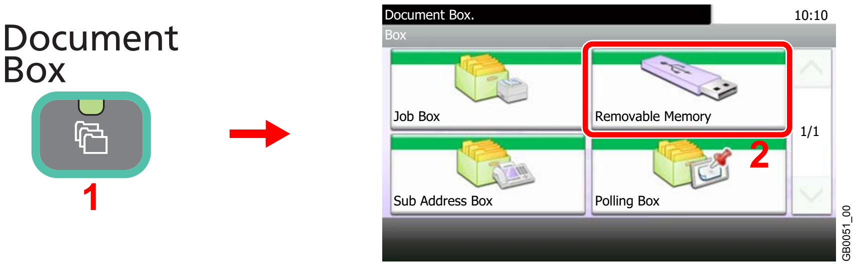
Removing USB Memory

Certain operations must be performed on the screen before USB memory can be removed.

IMPORTANT

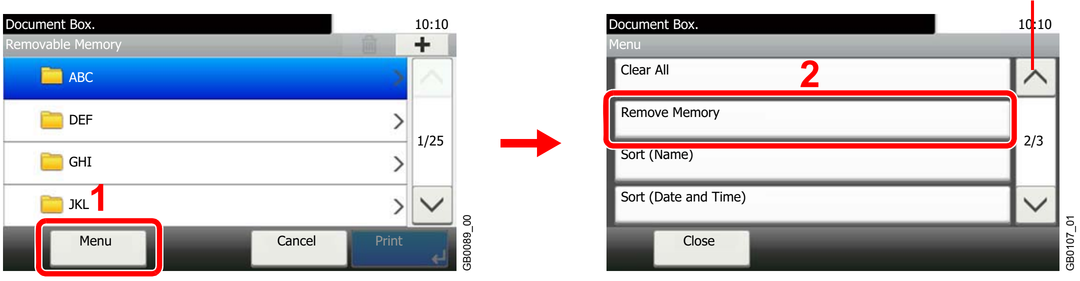
Be sure to follow the proper procedure to avoid damaging the data or USB memory.

1 Display the screen.

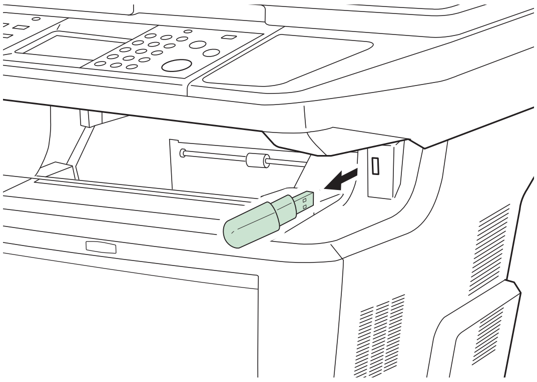

Document Box
1
Document Box.
10:10
Box
Job Box
Removable Memory
2
1/1
Sub Address Box
Polling Box
GB0051_00

2 Select [Remove Memory].

Use [∨] or [∧] to scroll up and down.


Document Box.
10:10
Removable Memory
ABC
DEF
GHI
JKL
1
1/25
Menu
Cancel
Print
GB0089_00
Document Box.
10:10
Menu
Clear All
2
Remove Memory
Sort (Name)
Sort (Date and Time)
2/3
Close
GB0107_01

3 Remove the USB memory.



After *Removable Memory can be safely removed.* is displayed, press [OK] and remove the USB memory.

NOTE

USB memory can also be removed after checking the status of the device.

For details, refer to *Check of Device Status on page 8-12*.

Functions for Document Box

Print or Store file screen in Document Box shows the commonly used functions. By pressing [Functions], other selectable functions will be shown as a list. Use [﹀] or [︿] to select the function.

When printing from USB memory

What do you want to do?	Reference Page
Specify the paper size and type.	Paper Selection ▶ page 3-43
Collate the output documents in page order.	Collate ▶ page 3-44
Print on both sides of the paper.	Duplex ▶ page 7-10
Send notice by e-mail when a job is complete.	Job Finish Notice ▶ page 3-54
Suspend the current job and override it to give a new job top priority.	Priority Override ▶ page 3-57
Password-protect a PDF file.	Encrypted PDF Password ▶ page 7-11
Set the image size (resolution) when printing a JPEG or TIFF file.	JPEG/TIFF Print ▶ page 7-12
Print an XPS file so that it fits the paper size.	XPS Fit to Page ▶ page 7-13

When storing a document to USB memory

What do you want to do?	Reference Page
Select the file format for images being stored.	File Format ▶ page 3-51
Automatically scan 2-sided originals.	Duplex ▶ page 3-39
Set the resolution at which to scan originals.	Scan Resolution ▶ page 3-46
Adjust the density.	Density ▶ page 3-45
Add a file name to the job to easily check its status.	File Name Entry ▶ page 3-56
Specify the original size.	Original Size ▶ page 3-37
Specify the original orientation to scan in the correct direction.	Original Orientation ▶ page 3-38
Change the size at which to store an image	Storing Size ▶ page 7-14
Change the color mode for images being stored.	Color Selection ▶ page 3-53
Select original image type for best results.	Original Image ▶ page 3-47
Emphasize the outline of texts or lines. / Blur the image outline.	Sharpness ▶ page 3-48
Darken or lighten the background (i.e., the area with no text or images) of originals.	Background Density Adjust ▶ page 3-49
Enlarge or shrink originals according to the storing size.	Zoom ▶ page 3-50
Scan a large number of originals separately and then produce as one job.	Continuous Scan ▶ page 3-41
Send notice by e-mail when a job is complete.	Job Finish Notice ▶ page 3-54

Duplex

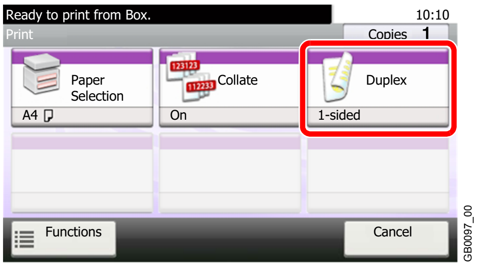
Print a document 1-sided or 2-sided. Select the original binding orientation and desired final binding orientation.

2-sided	Print a 2-sided document so that the sheets are aligned properly for binding on the left or right
2-sided	Print a 2-sided document so that the sheets are aligned properly for binding on the top.

1 Display the screen.

1 Referring to *Printing Documents Stored in Removable USB Memory on page 7-2*, display the screen.

2



Ready to print from Box.

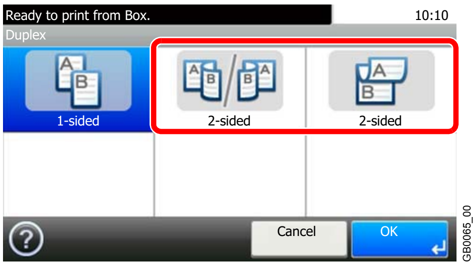
Paper Selection: A4

Collate: On

Duplex: 1-sided

10:10
Print
Copies 1
Functions
Cancel
GB0097_00

2 Select the function.



Ready to print from Box.

10:10
Duplex
1-sided
2-sided
2-sided
Cancel
OK
GB0065_00

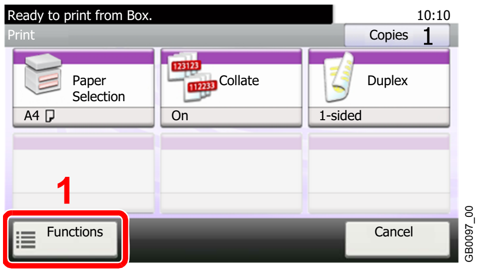
Encrypted PDF Password

Enter the preassigned password to print the PDF data.

1 Display the screen.

1 Referring to *Printing Documents Stored in Removable USB Memory on page 7-2*, display the screen.

2



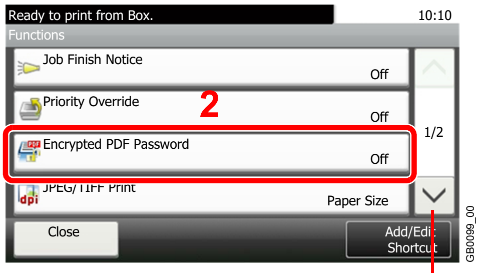
Ready to print from Box.

10:10

Print

Copies 1

Paper Selection
A4
Collate
On
Duplex
1-sided
1
Functions
Cancel
GB0097_00



Ready to print from Box.

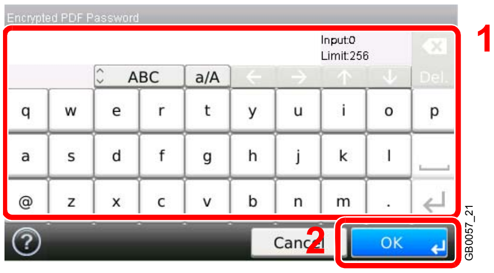
10:10

Functions

Job Finish Notice
Off
Priority Override
Off
2
Encrypted PDF Password
Off
JPEG/TIFF Print
Paper Size
1/2
Close
Add/Edit Shortcut
GB0099_00

Use [﹀] or [︿] to scroll up and down.

2 Enter the password.



Encrypted PDF Password

Input:0

Limit:256

1
ABC
a/A
Del
q
w
e
r
t
y
u
i
o
p
a
s
d
f
g
h
j
k
l
@
z
x
c
v
b
n
m
.
Cancel
2
OK
GB0057_21

Up to 256 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

JPEG/TIFF Print

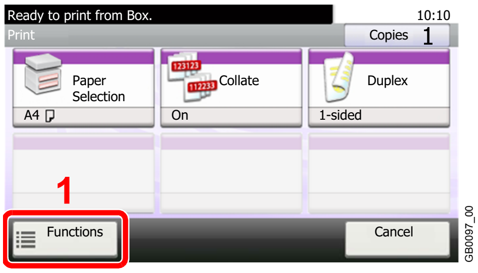
Select the image size when printing JPEG or TIFF files.

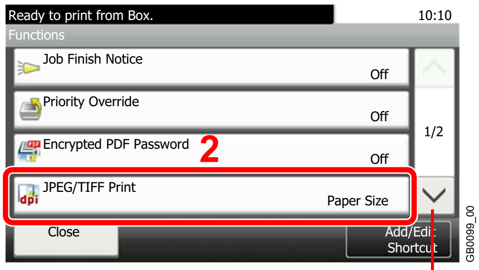
Paper Size	Fit the image size to the selected paper size.
Image Resolution	Print at resolution of the actual image.
Print Resolution	Fit the image size to the print resolution.

1 Display the screen.

1 Referring to *Printing Documents Stored in Removable USB Memory on page 7-2*, display the screen.

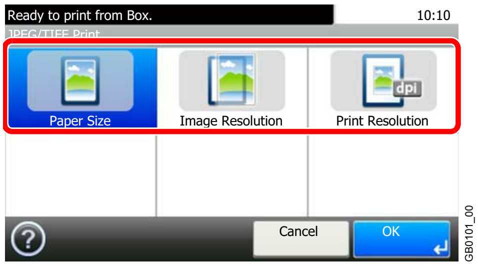
2


Ready to print from Box.
10:10
Print
Copies 1
Paper Selection
A4
Collate
On
Duplex
1-sided
1
Functions
Cancel
GB0097_00


Ready to print from Box.
10:10
Functions
Job Finish Notice
Off
Priority Override
Off
Encrypted PDF Password
Off
2
JPEG/TIFF Print
Paper Size
1/2
Close
Add/Edit Shortcut
GB0099_00

Use [∨] or [∧] to scroll up and down.

2 Select the function.


Ready to print from Box.
10:10
JPEG/TIFF Print
Paper Size
Image Resolution
Print Resolution
Cancel
OK
GB0101_00

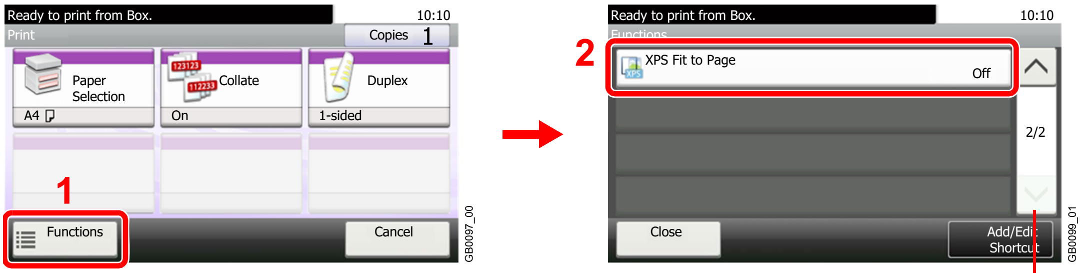
XPS Fit to Page

Reduces or enlarges the image size to fit to the selected paper size when printing XPS files.

1 Display the screen.

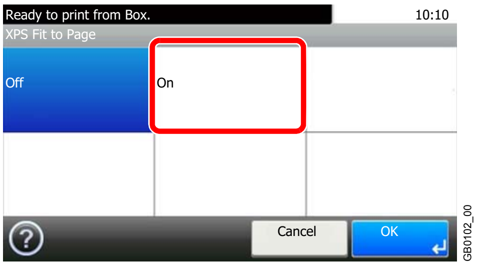
1 Referring to *Printing Documents Stored in Removable USB Memory on page 7-2*, display the screen.

2


Ready to print from Box.
10:10
Print
Copies 1
Paper Selection
A4
Collate
On
Duplex
1-sided
1
Functions
Cancel
GB0097_00
2
Ready to print from Box.
10:10
Functions
XPS Fit to Page
Off
2/2
Close
Add/Edit Shortcut
GB0099_01

Use [∨] or [∧] to scroll up and down.

2 Select the function.


Ready to print from Box.
10:10
XPS Fit to Page
Off
On
Cancel
OK
GB0102_00

Storing Size

Select size of image to be stored.

Same as Original Size	Store an image the same size as the original.
Metric	Select from A4, A5, A6, B5, B6 or Folio.
Inch	Select from Letter, Legal, Statement, Executive or Oficio II.
Others	Select from 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufukuhagaki, Youkei 4 or Youkei 2.

Relationship between Original Size, Storing Size, and Zoom

Original Size (page *3-37*), Storing Size, and *Zoom* (page *3-50*) are related to each other. Refer to the following table.

Original Size and the size you wish to store as are	the same	different
Original Size	Specify as necessary	Specify as necessary
Storing Size	Select [Same as Original]	Select the required size
Zoom	Select [100%] (or [Auto])	Select [Auto]

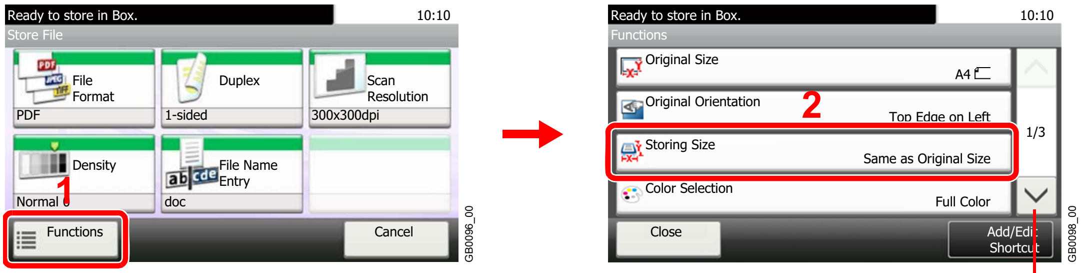
NOTE

When you select Storing Size that is different from Original Size, and select the Zoom [100%], you can store the image as the actual size (No Zoom).

1 Display the screen.

1 Referring to *Saving Documents to USB Memory (Scan to USB) on page 7-5*, display the screen.

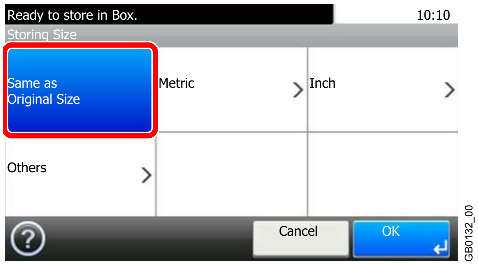
2


Ready to store in Box.
10:10
Store File
File Format
PDF
Duplex
1-sided
Scan Resolution
300x300dpi
Density
Normal 0
File Name Entry
doc
1
Functions
Cancel
GB0096_00
Ready to store in Box.
10:10
Functions
Original Size
A4
Original Orientation
Top Edge on Left
2
Storing Size
Same as Original Size
Color Selection
Full Color
1/3
Close
Add/Edit Shortcut
GB0098_00

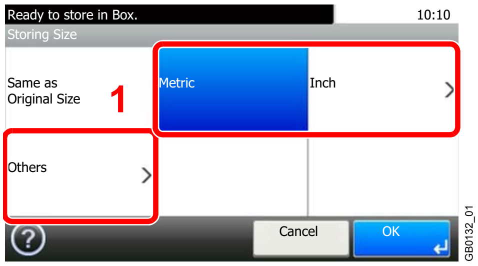
Use [∨] or [∧] to scroll up and down.

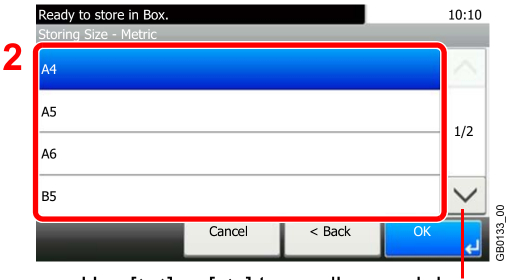
2 Select the storing size.

[Same as Original Size]


Ready to store in Box.
10:10
Storing Size
Same as Original Size
Metric
Inch
Others
Cancel
OK
GB0132_00

[Metric], [inch] or [Others]


Ready to store in Box.
10:10
Storing Size
Same as Original Size
1
Metric
Inch
Others
Cancel
OK
GB0132_01


2
Ready to store in Box.
10:10
Storing Size - Metric
A4
A5
A6
B5
1/2
Cancel
< Back
OK
GB0133_00

Use [∨] or [∧] to scroll up and down.

Select the desired size.

8 Status / Job Cancel

This chapter explains the following topics:

Checking Job Status 8-2
    Details of the Status Screens 8-3
Checking Job History 8-7
Sending the Log History 8-8
    Setting the Destination 8-9
    Automatic Log History Transmission 8-10
    Manual Log History Transmission 8-10
    Setting E-mail Subject 8-11
Check of Device Status 8-12
Checking the Remaining Amount of Toner and Paper 8-14

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

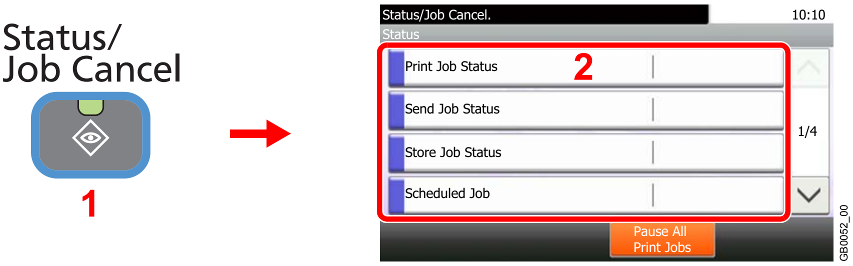
Available Status Screens

The processing and waiting statuses of jobs are displayed as a list on the touch panel in four different screens - Printing Jobs, Sending Jobs, Storing Jobs, and Scheduled Jobs. The following job statuses are available.

Print Job Status	Copy Printer Printing from Document Box FAX reception	E-mail reception Job Report /List Printing data from removable memory Application
Send Job Status	FAX transmission Folder (SMB/FTP) transmission E-mail	Application Mixed (Multiple destination)
Store Job Status	Scan FAX	Printer
Scheduled Job	Sending Job FAX using Delayed transmission	

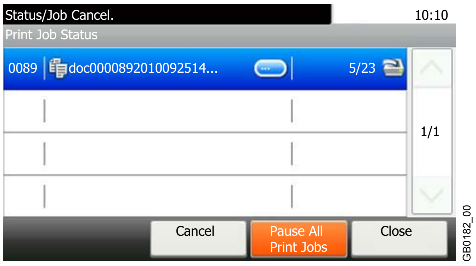
NOTE
FAX functions are available only on products with the fax function installed.

1 **Display the screen.**


Status/
Job Cancel
1
Status/Job Cancel.
10:10
Status
Print Job Status
2
Send Job Status
Store Job Status
Scheduled Job
1/4
Pause All
Print Jobs
GB0052_00

Press either of [Print Job Status], [Send Job Status], [Store Job Status] or [Scheduled Job] to check the status.

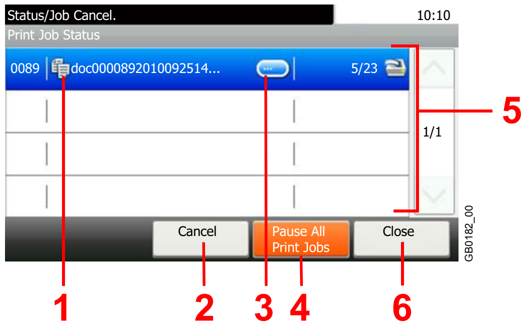
2 **Check the status.**


Status/Job Cancel.
10:10
Print Job Status
0089
doc0000892010092514...
5/23
1/1
Cancel
Pause All
Print Jobs
Close
GB0182_00

Refer to *Print Job Status Screen on page 8-3*, *Send Job Status screen on page 8-4*, *Store Job Status screen on page 8-5*, and *Scheduled Job screen on page 8-6*.

Details of the Status Screens

Print Job Status Screen

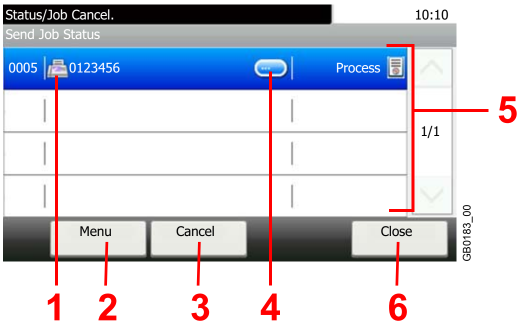

Status/Job Cancel.
10:10
Print Job Status
0089
doc0000892010092514...
...
5/23
1/1
Cancel
Pause All Print Jobs
Close
GB0182_00
1
2
3
4
5
6

No.	Item/Key	Detail
1	—	Icons that indicate the job type Copy job Printer job Job from Document Box FAX reception E-mail reception Report/List Data from removable memory Application
2	**[Cancel]**	Select the job to be canceled from the list, and press this key.
3	**[...]**	Press […] for the job for which you wish to display detailed information.
4	**[Pause All Print Jobs]**	Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed.
5	—	Status of job Printing Printing (priority override) Print Waiting Print Waiting (priority override) Pausing print job or error Canceling the job The status before starting to print. The status before starting to print. (priority override) Printing has been suspended due to priority override.
6	**[Close]**	Closes the Print Job Status screen.

NOTE

FAX functions are available only on products with the fax function installed.

Send Job Status screen

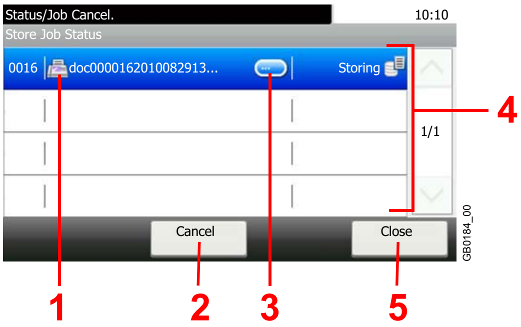


No.	Display/Key	Detail
1	—	Icons that indicate the job type Sending Job FAX Sending Job Folder (SMB/FTP) Sending Job E-mail Sending Job Application Sending Job Mixed (Multiple)
2	**[Menu]**	Pressing this key displays [Priority Override]. This function allows you to give a particular fax job priority. Select the fax job you wish to send immediately and then press [Menu], followed by [Priority Override].
3	**[Cancel]**	Select the job you want to cancel from the list, and press this key.
4	**[...]**	Press […] for the job for which you wish to display detailed information.
5	—	Status of job Sending Sending Waiting A job for which immediate transmission was specified is waiting for transmission to start. Pausing the job or error Canceling the job The status before starting sending such as during scanning originals
6	**[Close]**	Closes the Send Job Status screen.

NOTE

FAX functions are available only on products with the fax function installed.

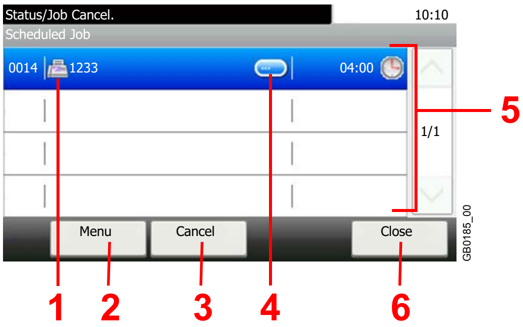
Store Job Status screen


Status/Job Cancel.
10:10
Store Job Status
0016
doc0000162010082913...
Storing
1/1
Cancel
Close
GB0184_00
1
2
3
4
5

No.	Display/Key	Details
1	—	Icons that indicate the job type Storing Job Scan Storing Job Printer Storing Job FAX
2	**[Cancel]**	Select the job you want to cancel from the list, and press this key.
3	**[...]**	Press […] for the job for which you wish to display detailed information.
4	—	Status of job Storing Data Pausing the job or error Canceling the job The status before starting to save such as during scanning originals
5	**[Close]**	Closes the Store Job Status screen.

NOTE
FAX functions are available only on products with the fax function installed.

Scheduled Job screen


Status/Job Cancel.
10:10
Scheduled Job
0014
1233
04:00
1/1
Menu
Cancel
Close
GB0185_00
1
2
3
4
5
6

No.	Display/Key	Details
1	—	Icons that indicate the job type Sending Job FAX
2	**[Menu]**	Pressing this key displays [Start Now]. Select the job you wish to send immediately and then press [Menu], followed by [Start Now].
3	**[Cancel]**	Select the job you want to cancel from the list, and press this key.
4	**[...]**	Press […] for the job for which you wish to display detailed information.
5	—	Status of job Sending Waiting
6	**[Close]**	Closes the Scheduled Job screen.

NOTE

FAX functions are available only on products with the fax function installed.

Checking Job History

Check the history of completed jobs.

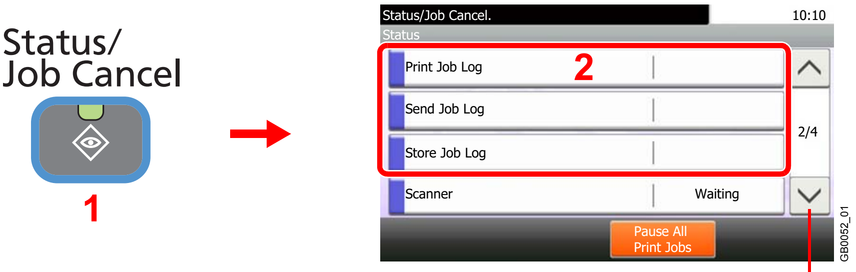
Available Job History Screens

The job histories are displayed separately in three screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job histories are available.

Print Job Log	Copy Printer FAX reception E-mail reception Printing from Document Box Job Report/List Printing data from removable memory Application	Send Job Log	FAX Folder (SMB/FTP) E-mail Application Mixed (Multiple destination)
		Store Job Log	Scan FAX Printer

> **NOTE**
> FAX functions are available only on products with the fax function installed.

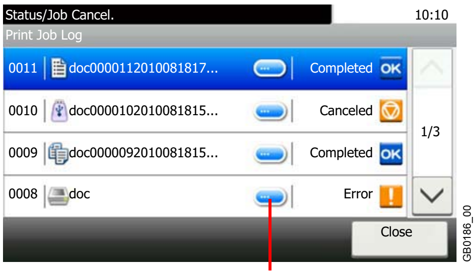
1 Display the screen.


Status/
Job Cancel
1
2
Status/Job Cancel.
10:10
Status
Print Job Log
Send Job Log
Store Job Log
2/4
Scanner
Waiting
Pause All
Print Jobs
GB0052_01

Use [∨] or [∧] to scroll up and down.

Press either of [Print Job Log], [Send Job Log], or [Store Job Log] to check the log.

2 Check the log.


Status/Job Cancel.
10:10
Print Job Log
1/3
Close
GB0186_00

0011	doc0000112010081817...	Completed OK
0010	doc0000102010081815...	Canceled
0009	doc0000092010081815...	Completed OK
0008	doc	Error !

Displays details for individual jobs.

Press [Close] to exit the screen.

> **NOTE**
> The job history can be sent by E-mail.

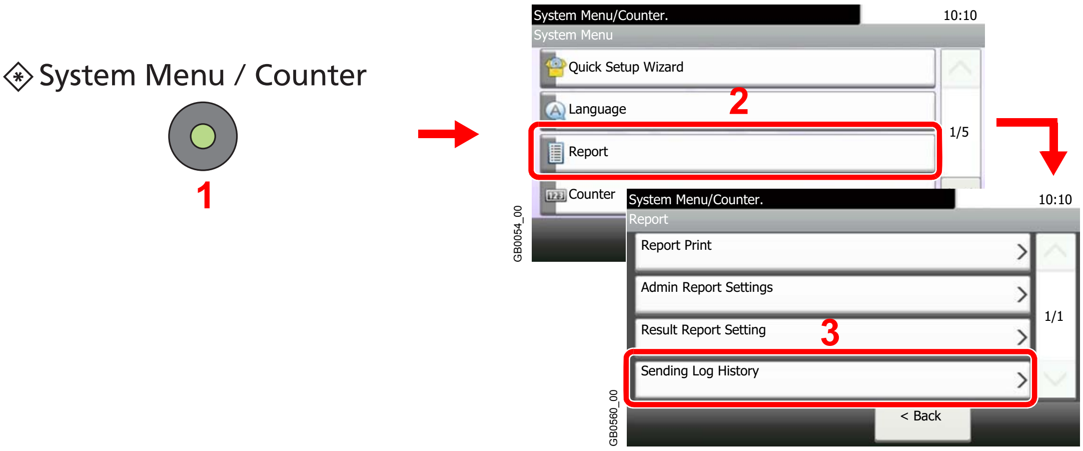
For details, refer to *Sending the Log History on page 8-8*.

Sending the Log History

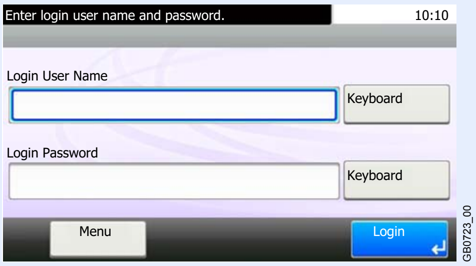
You can send the log history by e-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

NOTE
To send the log history by e-mail, select [On] of the SMTP settings on the COMMAND CENTER. Refer to *Sending E-mail on page 2-22*.

1 Display the screen.

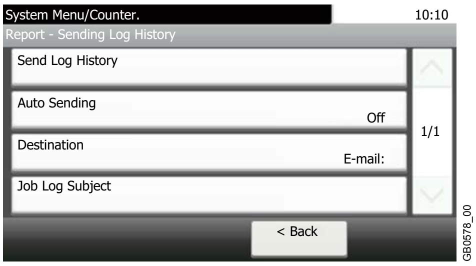

System Menu / Counter
1
System Menu/Counter.
10:10
System Menu
Quick Setup Wizard
Language
2
Report
1/5
Counter
GB0054_00
System Menu/Counter.
10:10
Report
Report Print
Admin Report Settings
Result Report Setting
3
1/1
Sending Log History
< Back
GB0560_00

NOTE
If user login administration is enabled, you can only change the settings by logging in with administrator privileges.


10:10
Login User Name
Keyboard
Login Password
Keyboard
Menu
Login
GB0723_00

Enter login user name and password.

2 Configure the function.


System Menu/Counter.
10:10
Report - Sending Log History
Send Log History
1/1
Job Log Subject
< Back
GB0578_00

Auto Sending Off

Destination E-mail:

Refer to *Setting the Destination on page 8-9*, *Automatic Log History Transmission on page 8-10*, *Manual Log History Transmission on page 8-10* and *Setting E-mail Subject on page 8-11*.

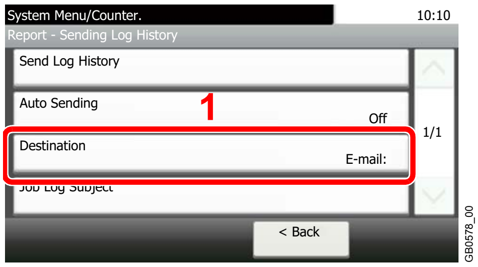
Setting the Destination

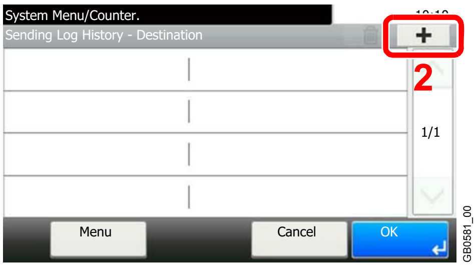
Set the destination to which log histories are sent.

1 Display the screen.

1 Referring to *Sending the Log History on page 8-8*, display the screen.

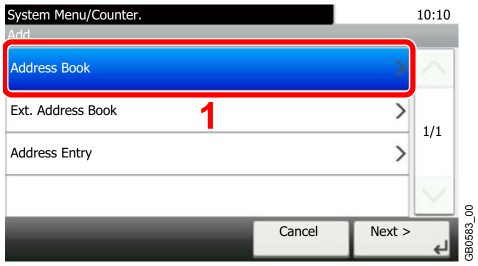
2


System Menu/Counter.
10:10
Report - Sending Log History
Send Log History
Auto Sending
Off
1
Destination
E-mail:
Job Log Subject
1/1
< Back
GB0578_00

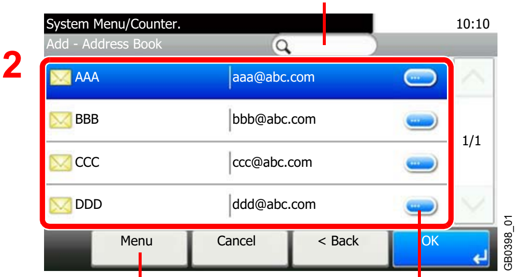

System Menu/Counter.
Sending Log History - Destination
+
2
1/1
Menu
Cancel
OK
GB0581_00

2 Select the destination.

Select from the Address Book.


System Menu/Counter.
10:10
Add
Address Book
1
Ext. Address Book
Address Entry
1/1
Cancel
Next >
GB0583_00

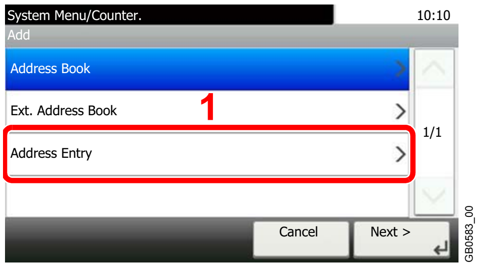
Searches by destination name.

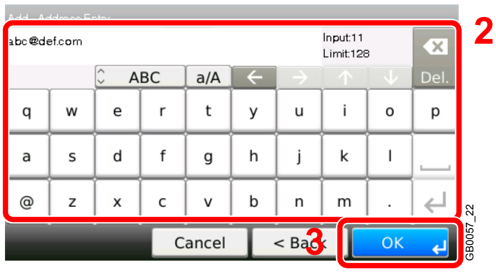

System Menu/Counter.
10:10
Add - Address Book
2
AAA
aaa@abc.com
BBB
bbb@abc.com
CCC
ccc@abc.com
DDD
ddd@abc.com
1/1
Menu
Cancel
< Back
OK
GB0398_01

Allows you to search for and sort destinations.

Displays details for individual destinations.

Enter a new e-mail address.

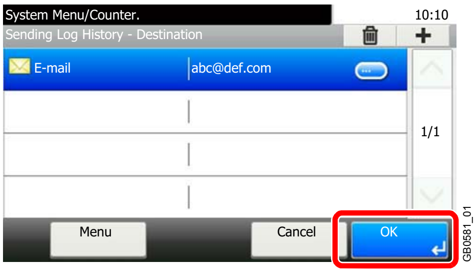

System Menu/Counter.
10:10
Add
Address Book
Ext. Address Book
1
Address Entry
1/1
Cancel
Next >
GB0583_00


Add - Address Entry
abc@def.com
Input:11
Limit:128
2
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
< Back
3
OK
GB0057_22

Up to 128 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

3 Accept the destination.


System Menu/Counter.
10:10
Sending Log History - Destination
+
E-mail
abc@def.com
1/1
Menu
Cancel
OK
GB0581_01

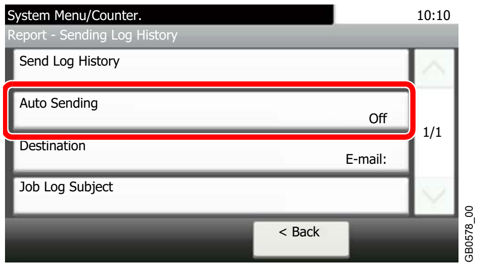
Automatic Log History Transmission

This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged.

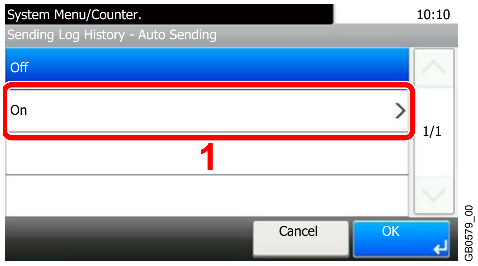
1 Display the screen.

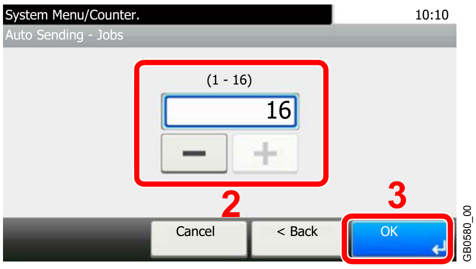
1 Referring to *Sending the Log History on page 8-8*, display the screen.

2


System Menu/Counter.
10:10
Report - Sending Log History
Send Log History
Auto Sending
Off
1/1
Destination
E-mail:
Job Log Subject
< Back
GB0578_00

2 Select the function.


System Menu/Counter.
10:10
Sending Log History - Auto Sending
Off
On
1
1/1
Cancel
OK
GB0579_00


System Menu/Counter.
10:10
Auto Sending - Jobs
(1 - 16)
16
2
3
Cancel
< Back
OK
GB0580_00

Press [On] and enter the number of jobs in the log history print. You can enter any number between 1 and 16.

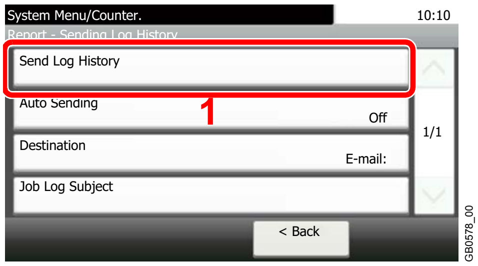
Manual Log History Transmission

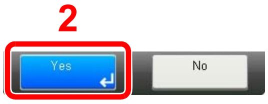
You can also send the log history to the specified destinations manually.

1 Display the screen.

Referring to *Sending the Log History on page 8-8*, display the screen.

2 Send the log history.


System Menu/Counter.
10:10
Report - Sending Log History
Send Log History
1
Auto Sending
Off
1/1
Destination
E-mail:
Job Log Subject
< Back
GB0578_00



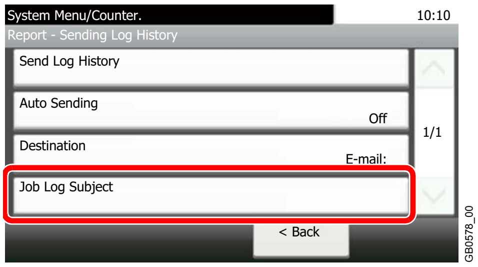
Setting E-mail Subject

Set the subject automatically entered when sending log histories by E-mail.

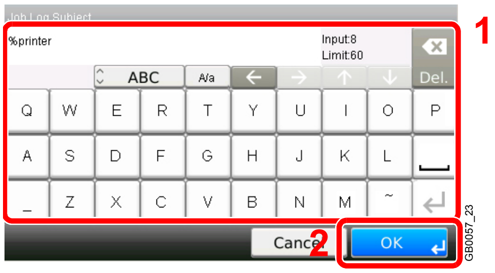
1 Display the screen.

1 Referring to *Sending the Log History on page 8-8*, display the screen.

2


System Menu/Counter.
10:10
Report - Sending Log History
Send Log History
Auto Sending
Off
Destination
E-mail:
Job Log Subject
1/1
< Back
GB0578_00

2 Enter an E-mail subject.


Job Log Subject
%printer
Input:8
Limit:60
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M ~
Cancel
OK
1
2
GB0057_23

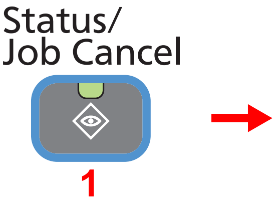
Up to 60 characters can be entered.

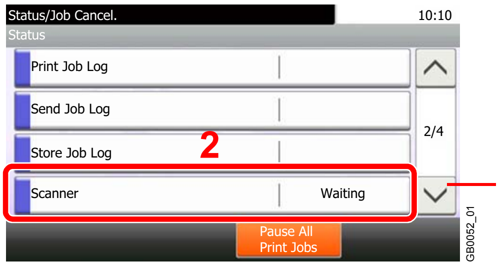
Refer to *Character Entry Method on page 11-7* for details on entering characters.

Check of Device Status

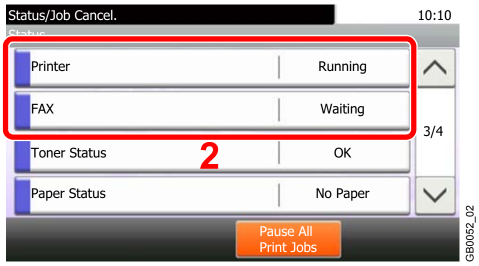
Configure the devices/lines installed or connected to this machine or check their status. You can also control devices depending on their status.

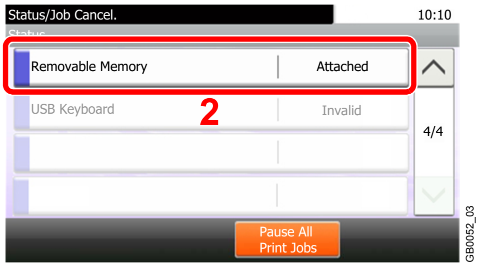
1 Display the screen.


Status/
Job Cancel
1


Status/Job Cancel.
10:10
Status
Print Job Log
Send Job Log
Store Job Log
2
Scanner
Waiting
2/4
Pause All
Print Jobs
GB0052_01

Use [∨] or [∧] to scroll up and down.

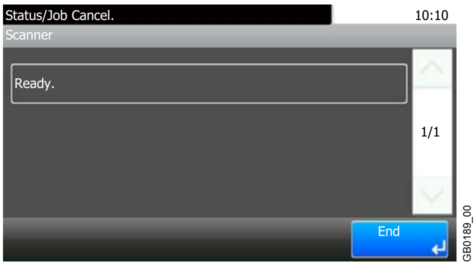

Status/Job Cancel.
10:10
Status
Printer
Running
FAX
Waiting
Toner Status
OK
2
Paper Status
No Paper
3/4
Pause All
Print Jobs
GB0052_02


Status/Job Cancel.
10:10
Status
Removable Memory
Attached
USB Keyboard
Invalid
2
4/4
Pause All
Print Jobs
GB0052_03

Select the device you wish to check.

2 Check the status.

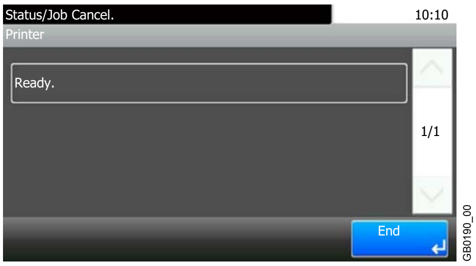
Scanner


Status/Job Cancel.
10:10
Scanner
1/1
End
GB0189_00

Ready.

The status of an original scanning in the document processor or the error information (paper jam, opened cover, etc.) is displayed.

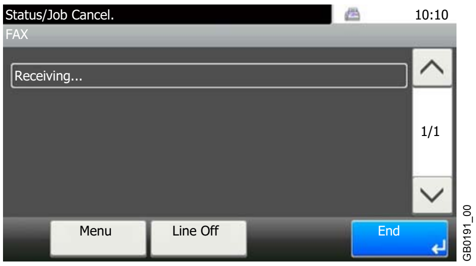
Printer


Status/Job Cancel.
10:10
Printer
1/1
End
GB0190_00

Ready.

Error information such as paper jam, out of toner, or out of paper, and status such as waiting or printing are displayed.

FAX


Status/Job Cancel.
10:10
FAX
1/1
Menu
Line Off
End
GB0191_00

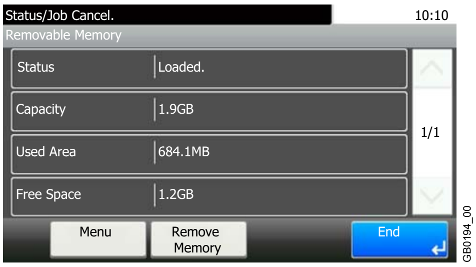
Receiving...

- The information such as sending/receiving and dialing is displayed.
- Press [Line Off] to cancel a fax in sending/receiving.

For details, refer to the *FAX Operation Guide*.

NOTE
FAX functions are available only on products with the fax function installed.

Removable Memory


Status/Job Cancel.
10:10
Removable Memory
1/1
Menu
Remove Memory
End
GB0194_00

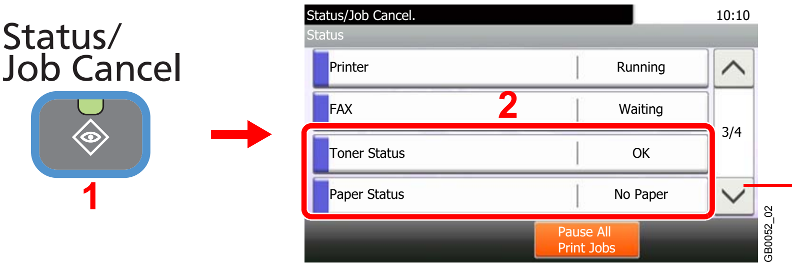
Status	Loaded.
Capacity	1.9GB
Used Area	684.1MB
Free Space	1.2GB

- The usage and capacity of the external media connected to this machine are displayed.
- Press [Menu] and then [Format] to format external media.
- Press [Remove Memory] to safely remove the external media. This operation is the same as that for *Removing USB Memory on page 7-8*.

Checking the Remaining Amount of Toner and Paper

Check the remaining amount of toner and paper on the touch panel.

1 Display the screen.


Status/
Job Cancel
1
2
Status/Job Cancel.
10:10
Status
3/4
Pause All
Print Jobs
GB0052_02

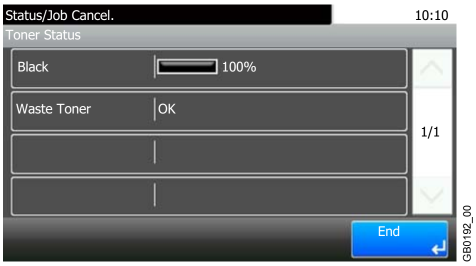
Printer Running
FAX Waiting
Toner Status OK
Paper Status No Paper

Use [∨] or [∧] to scroll up and down.

Select the consumable you wish to check.

2 Check the status.

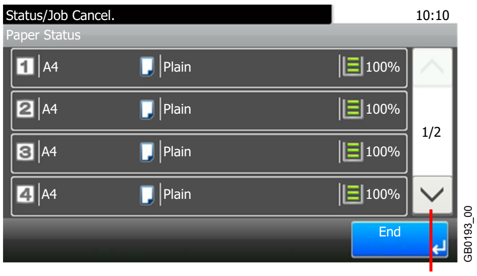
Toner Status


Status/Job Cancel.
10:10
Toner Status
1/1
End
GB0192_00

Black 100%
Waste Toner OK

You can check the remaining amount of toner as one of 11 levels from 100 to 0%, and check the status of waste toner box.

Paper Status


Status/Job Cancel.
10:10
Paper Status
1/2
End
GB0193_00

1 A4 Plain 100%
2 A4 Plain 100%
3 A4 Plain 100%
4 A4 Plain 100%

Use [∨] or [∧] to scroll up and down.

You can check the size, orientation, type, and remaining amount of paper in each paper source. The remaining amount of paper is shown by four levels as 100%, 70%, 30%, and 0% (none), however, the paper in the multi purpose tray is shown by two levels as 100% and 0%. If there is no paper in either cassette, the paper status will be shown as *No Paper*.

9 Setup, Registration, and User Management

This chapter explains the following topics:

System Menu 9-2
  Operation Method 9-2
  System Menu Settings 9-3
  Report 9-5
  User Property 9-7
  Cassette/MP Tray Settings 9-7
  Common Settings 9-9
  Copy 9-13
  Send 9-14
  Favorites/Application 9-15
  Internet 9-15
  Printer 9-16
  System 9-17
  Date/Timer 9-22
  Adjustment/Maintenance 9-23
User Login Administration 9-25
  First User Login Administration 9-25
  User Login Settings 9-26
  Enabling/Disabling User Login Administration 9-27
  Local User Authorization 9-33
  Adding a User 9-29
  Editing and Deleting Users 9-35
  Simple Login 9-38
  Group Authorization 9-44
  Obtain Network User Property 9-48
Job Accounting 9-50
  First Job Accounting Setup 9-50
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  Enabling/Disabling Job Accounting 9-53
  Login/Logout 9-54
  Adding an Account 9-55
  Editing and Deleting Accounts 9-57
  Restricting the Use of the Machine 9-59
  Counting the Number of Pages Printed 9-61
  Printing an Accounting Report 9-63
  Job Accounting Default Setting 9-64
  Unknown Login User Name Job 9-65

System Menu

Configure settings related to overall machine operation.

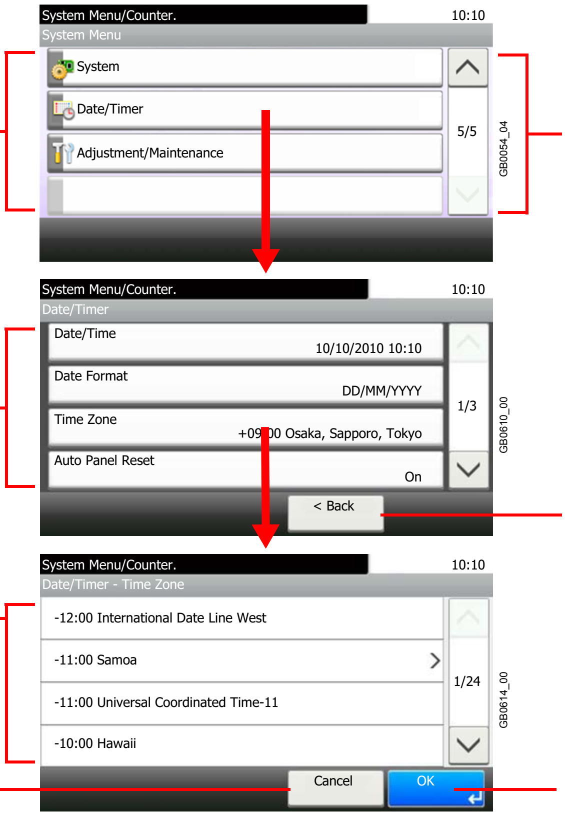
Operation Method

The system menu is operated as follows:

1 **Display the screen.**

System Menu / Counter

2 **Configure the function.**


System Menu/Counter.
10:10
System Menu
System
Date/Timer
Adjustment/Maintenance
5/5
GB0054_04
System Menu/Counter.
10:10
Date/Timer
1/3
< Back
GB0610_00
System Menu/Counter.
10:10
Date/Timer - Time Zone
1/24
Cancel
OK
GB0614_00

Date/Time 10/10/2010 10:10

Date Format DD/MM/YYYY

Time Zone +09:00 Osaka, Sapporo, Tokyo

Auto Panel Reset On

-12:00 International Date Line West

-11:00 Samoa

-11:00 Universal Coordinated Time-11

-10:00 Hawaii

Displays available functions.

Scrolls up and down when the list of values cannot be displayed in its entirety on a single screen.

Displays available functions.

Return to the previous screen.

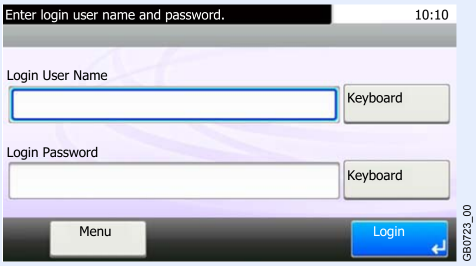
Selecting a value it to be accepted.

Returns to the original screen without making any changes.

Accepts the settings and exits.

NOTE

In order to change settings that require administer privileges, you must log in with administrator privileges. Refer to *Adding a User on page 9-29* for the default login user name and password.


Enter login user name and password.
10:10
Login User Name
Keyboard
Login Password
Keyboard
Menu
Login
GB0723_00

Refer to *System Menu Settings* on the following page and configure as needed.

System Menu Settings

System Menu include;

Item	Description	Reference Page
Quick Setup Wizard	The Quick Setup Wizard configures fax, cassette, and Energy Saver settings.	*3-31*
Language	Select the language displayed on the touch panel.	*9-5*
Report	Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.	*9-5*
Counter	This counts the number of pages printed or scanned.	*3-16*
User Property	Allows you to view information about logged in users and edit some of that information.	*9-7*
Cassette/MP Tray Settings	Select paper size and media type for Cassette 1 to 3 and multi purpose tray.	*9-7*
Common Settings	Configures overall machine operation.	*9-9*
Default Screen	Select the screen appearing right after start-up (default screen).	*9-9*
Sound	Set options for buzzer sound during the machine operations.	*9-9*
Original Settings	Configures settings for originals.	*9-9*
Paper Settings	Configures settings for paper.	*9-10*
Function Defaults	Defaults are the values automatically set after the warm-up is completed or the **Reset** key is pressed. Set the defaults for available settings such as copying and sending. Setting the frequently-used values as defaults makes subsequent jobs easier. **IMPORTANT:** If you want to enable the changed defaults immediately, move to the function screen and press the **Reset** key.	*9-11*
Preset Limit	Restrict the number of copies that can be made at one time.	*9-12*
Error Handling	Select whether to cancel or continue the job when error has occurred.	*9-13*
Measurement	Select inch or metric for the unit for paper dimensions.	*9-13*
Keyboard Layout	Change the layout of the touch panel keyboard used to enter characters.	*9-13*
USB Keyboard Type	Select the type of USB keyboard that you want to use.	*9-13*
Copy	Configures settings for copying functions.	*9-13*
Send	Configures settings for sending functions.	*9-14*
Document Box	Configures settings related to the Job Box and Sub Address Box. For details on Job Box, refer to *Printing on page 5-1* and for details on Sub Address Box, refer to the *Fax Operation Guide*.	—
FAX	Configures settings for fax functions. Refer to the *Fax Operation Guide*.	—
Favorites/Application	You can install and use applications that will make your day-to-day use of this machine more efficient.	*9-15*
Internet	This procedure sets up the Internet browser application.	*9-15*
Address Book/One Touch	Configures Address Book and One Touch Key settings. For details on Address Book, refer to *Registering Destinations in the Address Book on page 6-24* and for details on One Touch Key, refer to *Adding a Destination on One Touch Key on page 6-33*.	—

Item		Description	Reference Page
User Login/Job Accounting		Configures settings related to machine management. For details on User Login, refer to *User Login Administration on page 9-25*, and for details on Job Accounting, refer to *Job Accounting on page 9-50*.	—
Printer		Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.	*9-16*
System		Configures machine system settings.	*9-17*
	Network	Configures network settings.	*9-17*
	Interface Block Setting	This allows you to protect this machine by blocking the interface with external devices such as USB host or optional interfaces.	*9-21*
	Security Level	The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu.	—
	Restart	Restart the CPU without turning the main power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)	—
	RAM Disk Setting	A RAM disk can be created and its size can be set. Creating a RAM disk makes it possible to print from a Job Box.	*9-22*
	Optional Memory	When optional memory is installed, select the memory allocation scheme based on the application in which you are using the equipment.	*9-22*
	Optional Function	You can use the optional applications installed on this machine.	*11-5*
Date/Timer		Configures settings related to the date and time.	*9-22*
Adjustment/Maintenance		Adjust printing quality and conduct machine maintenance.	*9-23*

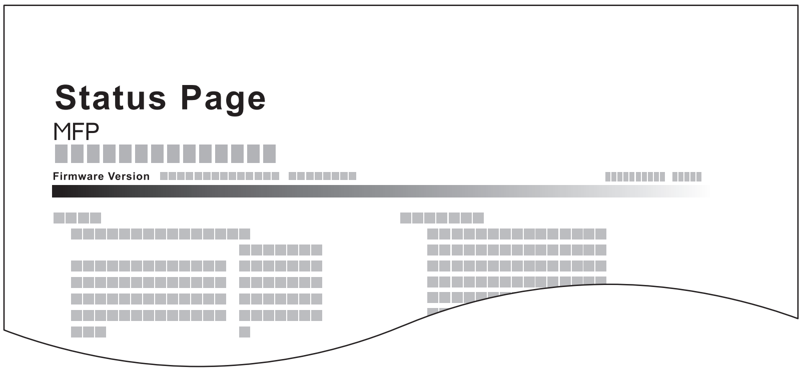
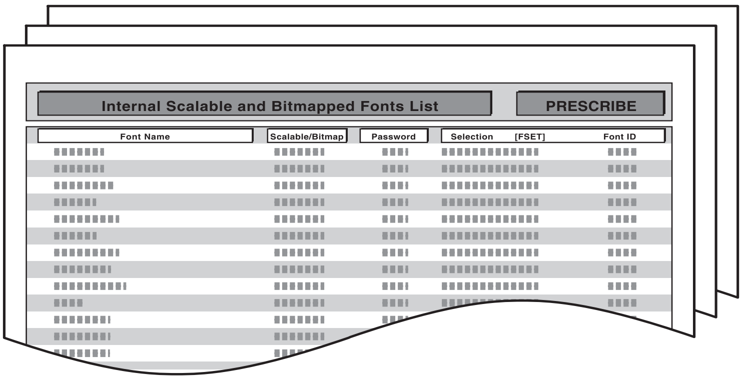
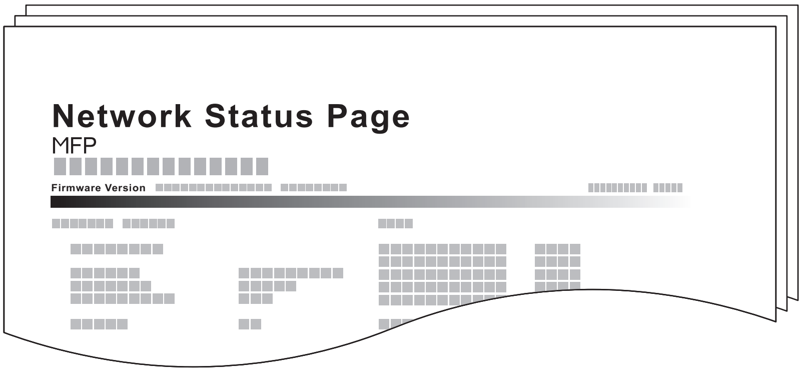
Language

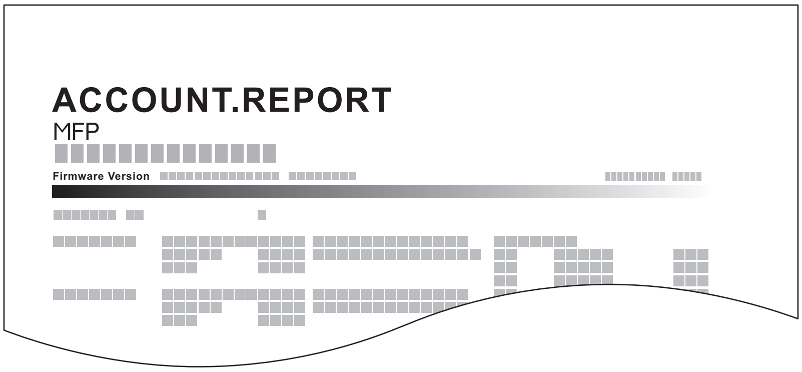
Item	Description
Language	Select the language displayed on the touch panel. Value: English, Deutsch, Français, Español, Italiano, Nederlands, Русский, Português

Report

Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.

Report Print

Item	Description
Status Page	Prints the status page, allowing you to check the information including current settings and optional equipment installed.  Status Page MFP Firmware Version
Font List	Prints the font list, allowing you to check the font samples installed in the machine.  Internal Scalable and Bitmapped Fonts List PRESCRIBE Font Name Scalable/Bitmap Password Selection [FSET] Font ID
Network Status	Prints the network status, allowing you to check the information including network address and protocol.  Network Status Page MFP Firmware Version

Item	Description
Service Status	Prints the service status. More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.
Accounting Report	Prints the accounting report, allowing you to check the accounts that have been registered on the machine.  ACCOUNT.REPORT MFP Firmware Version **NOTE**: You can print the accounting report by logging in with administrator privileges. Refer to *Adding a User on page 9-29* for the default login user name and password.

Result Report Settings

Item		Description
Send Result Report		Automatically print a report of transmission result when a transmission is complete.
	E-mail/Folder	Automatically print a report of transmission result when E-mail or SMB/FTP transmission is complete. Value: Off, On, Error Only
	Canceled before Sending	Print a send result report if the job is canceled before being sent. Value: Off, On
Job Finish Notice Setting		Attaches sent images to job finish notices. Value: Do Not Attach Image, Attach Image

Sending Log History

You can send the log history by e-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

Refer to *Sending the Log History on page 8-8*.

User Property

Allows you to view information about logged in users and edit some of that information.

For details on User Login, refer to *User Login Administration on page 9-25*.

Item	Description
User Name	Changes the name shown on the user list. Up to 32 characters can be entered.
Login User Name	Displays the login user name that is entered at login.
Login Password	Changes the password that is entered at login. Up to 64 characters can be entered.
Access Level	Displays the user's access level.
Account Name	Displays the account to which the user belongs.
E-mail Address	Changes the user's e-mail address. Up to 128 characters can be entered.
Simple Login	When simple login is enabled, changes associated settings.
My Panel	Registers settings for individual users. Settings registered here can be applied simply by logging in. Network users are not displayed.
Group Name	When group authorization is enabled, displays the name shown in the group list.
Group ID	When group authorization is enabled, displays the ID shown in the group list.

Cassette/MP Tray Settings

Select paper size and media type for Cassette 1 to 3 and multi purpose tray.

Cassette 1

Item	Description
Paper Size	Set the paper size to load in Cassette 1. Value Metric: Select from A4, A5, A6, B5 or Folio Inch: Select from Letter, Legal, Statement, Executive or Oficio II. Others: Select from 16K, ISO B5, Envelope C5 or Custom. **NOTE**: [Paper Size] is only displayed when the Cassette 1 size dial is set to Other. For instructions on how to specify the custom paper size, refer to *Custom Paper Size on page 9-10*.
Media Type	Set the media type to load in Cassette 1. Value: Plain (105 g/m² or less), Rough, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality, Custom 1-8 **NOTE**: To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-10*. To change to a media type other than [Plain], refer to *Media Type Setting on page 9-10*. Refer to *Media Type Setting on page 9-10* for selecting Custom 1- 8.

Cassette 2 to 4

Item	Description
Paper Size	Set the paper size to load in optional paper feeders (Cassette 2 to 4). Value Metric: Select from A4, A5, B5 or Folio Inch: Select from Letter, Legal, Statement, Executive or Oficio II. Others: Select from 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Oufukuhagaki, Youkei 4, Youkei 2 or Custom. **NOTE**: [Paper Size] is only displayed when the size dial on the cassette is set to Other. For instructions on how to specify the custom paper size, refer to *Custom Paper Size on page 9-10*.
Media Type	Set the media type to load in optional paper feeders (Cassette 2 to 4). Value: Plain (105 g/m² or less), Rough, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality, Custom 1-8 **NOTE**: To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-10*. To change to a media type other than [Plain], refer to *Media Type Setting on page 9-10*. Refer to *Media Type Setting on page 9-10* for selecting Custom 1- 8.

Multi Purpose Tray

Item	Description
Paper Size	Set the paper size for multi-purpose tray. Value Metric: Select from A4, A5, A6, B5, B6 or Folio. Inch: Select from Letter, Legal, Statement, Executive or Oficio II. Others: Select from 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufukuhagaki, Youkei 4, Youkei 2 or Custom. **NOTE**: For instructions on how to specify the custom paper size, refer to *Custom Paper Size on page 9-10*.
Media Type	Set the media type for multi-purpose tray. Value: Plain (105 g/m² or less), Transparency, Rough, Vellum (64 g/m² or less), Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick (106 g/m² and more), High Quality, Custom 1-8 **NOTE**: To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-10*. Refer to *Media Type Setting on page 9-10* for selecting Custom 1- 8.

Common Settings

Configures overall machine operation.

Default Screen

Item	Description
Default Screen	Select the screen appearing right after start-up (default screen). Value: Copy, Send, FAX, Document Box, Favorites/Application, Status

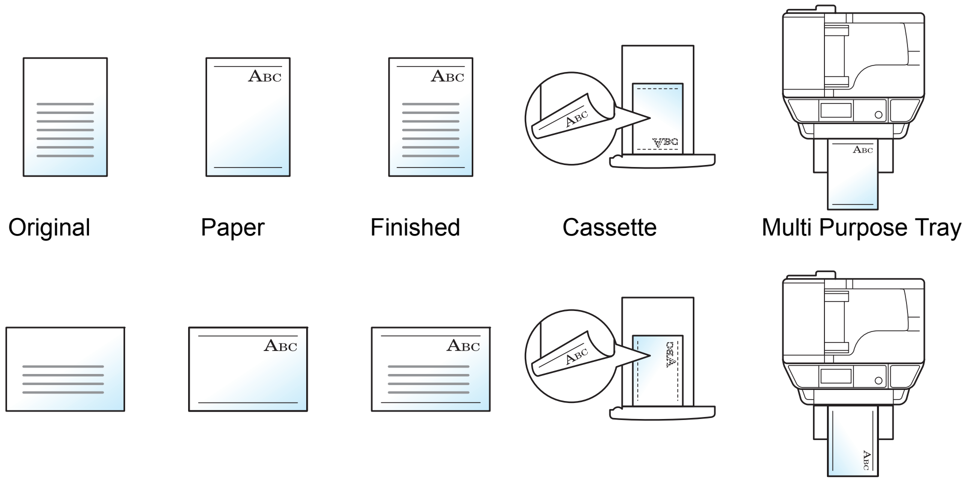
Sound

Item		Description
Buzzer		Set options for buzzer sound during the machine operations.
	Volume	Set the buzzer volume level. Value: 0 (Mute), 1 (Minimum) to 5 (Maximum)
	Key Confirmation	Emit a sound when the operation panel and touch panel keys are pressed. Value: Off, On
	Job Finish	Emit a sound when a print job is normally completed. Value: Off, On, FAX Reception Only **NOTE**: FAX functions are available only on products with the fax function installed.
	Ready	Emit a sound when the warm-up is completed. Value: Off, On
	Warning	Emit a sound when errors occur. Value: Off, On
	Key Confirmation (USB Keyboard)	Emit a sound when a key on the optional USB keyboard is pressed. Value: Off, On

Original Settings

Item	Description
Custom Original Size	Set up frequently-used custom original size. The custom size option is displayed on the screen when selecting original size. Value Inch models – X: 1.97 to 14.02" (in 0.01" increments), Y: 1.97 to 8.50" (in 0.01" increments) Metric models – X: 50 to 356 mm (in 1 mm increments), Y: 50 to 216 mm (in 1 mm increments)
Default Original Size	In the screen for setting the original size, select the paper size to be used as the default value. Value Metric: Select from A4, A5, A6, B5, B6 or Folio. inch: Select from Letter, Legal, Statement, Executive or Oficio II. others: 16K

Paper Settings

Item	Description
Custom Paper Size	Set up frequently-used custom paper size. The custom size option is displayed on the screen when selecting paper size. Value Inch models Cassette 1 size: X 4.13 to 8.50", Y 5.83 to 14.02" Cassette 2 (to 4) size: X 5.83 to 8.50", Y 8.27 to 14.02" MP tray size: X 2.76 to 8.50", Y 5.83 to 14.02" Metric models Cassette 1 size: X 105 to 216 mm, Y 148 to 356 mm Cassette 2 (to 4) size: X 148 to 216 mm, Y 210 to 356 mm MP tray size: X 70 to 216 mm, Y 148 to 356 mm
Media Type Setting	Select weight for each media type. For Custom 1-8, settings for duplex printing and media type name can be changed. For details, refer to *Media Type Setting on page 9-11*.
Default Paper Source	Select the default paper source from Cassette 1-4 and multi purpose tray. Value: Cassette 1 to 4, Multi Purpose Tray
Paper Selection	Set the default paper selection. Value Auto: Automatically select the cassette containing paper in the same size as originals. Default Paper Source: Select paper source set by *Default Paper Source*.
Media for Auto (B&W)	Select a default media type for auto paper selection when [Auto] is selected of Paper Selection. If Plain is selected, the paper source with plain paper loaded in the specific size is selected. Select [All Media Types] for the paper source with any kind of paper loaded in the specific size. Value: All Media Types, Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8
Special Paper Action	When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority]. Example: copying on Letterhead  Original Paper Finished Cassette Multi Purpose Tray Original Paper Finished Cassette Multi Purpose Tray Value: Adjust Print Direction, Speed Priority

Media Type Setting

Each media type's default weight is indicated.

Media Type	Default	Media Type	Default
Plain	Normal 2	Cardstock	Heavy 3
Transparency	Extra Heavy	Color	Normal 3
Rough	Normal 3	Prepunched	Normal 2
Vellum	Light	Letterhead	Normal 3
Labels	Heavy 1	Thick	Heavy 3
Recycled	Normal 2	Envelope	Heavy 3
Preprinted	Normal 2	High Quality	Normal 2
Bond	Normal 3	Custom 1 - 8	Normal 2

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item		Description
Custom 1-8	**Duplex**	Select the setting for duplex. Value: Prohibit, Permit
	Name	Change names for Custom 1-8. Names should be not more than 16 characters. Selecting media type at multi purpose tray, the name after change will be displayed.

Function Defaults

Item	Description
File Format	Select the default type of the files to be sent. Value: PDF, TIFF, JPEG, XPS
Original Orientation	Set the original orientation defaults. Value: Top Edge on Top, Top Edge on Left
Collate	Set the defaults for Collate. Value: Off, On
File Separation	Select the default file separation setting. Value: Off, Each Page
Scan Resolution	Select the default scanning resolution. Value: 600 × 600dpi, 400 × 400dpi Ultra Fine, 300 × 300dpi, 200 × 400dpi Super Fine, 200 × 200dpi Fine, 200 × 100dpi Normal
Color Selection	Select the default color mode for scanning documents. Value: Auto (Color/Gray), Auto (Color/B & W), Full Color, Grayscale, Black & White
Original Image	Set the default original document type. Value: Text+Photo, Photo, Text, Graphic/Map, Text (for OCR), Printer Output
Background Density Adj.	Select the default value for background density adjustment. Value: Off, Auto, Manual (Darker 5)
EcoPrint	Select the EcoPrint default. Value: Off, On
Zoom	Select the enlarged/reduced default when paper size/sending size changed after the originals set. Value: 100%, Auto

Item		Description
Continuous Scan		Set the continuous scan defaults. Value: Off, On
File Name Entry		Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set. Value File Name: Up to 32 characters can be entered. Additional Info: None, Date and Time, Job No., Job No. & Date and Time, Date and Time & Job No.
E-mail Subject/Body		Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail. Value Subject: Up to 60 characters can be entered. Body: Up to 500 characters can be entered.
FTP Encrypted TX		Set the default value for document encryption during transmission. Value: Off, On **NOTE**: This setting is displayed when the secure protocol [SSL] setting is [On].
JPEG/TIFF Print		Select the image size (resolution) when printing JPEG or TIFF file. Value: Paper Size, Image Resolution, Print Resolution
XPS Fit to Page		Set the default value for the XPS fit to page function. Value: Off, On
Detail Settings		—
	Image Quality	Set the default value for the image quality adjustment range when selecting the file format with which to send and store images. Value: 1 Low (High Comp.), 2, 3, 4, 5 High (Low Comp.)
	PDF/A	Set the default value for PDF/A when selecting the file format with which to send and store images. Value: Off, PDF/A-1a, PDF/A-1b

* If you want to enable the changed defaults immediately, move to the function screen and press the **Reset** key.

Preset Limit

Item	Description
Preset Limit	Restrict the number of copies that can be made at one time. Value: 1 to 999 copies.

Error Handling

Item	Description
Duplexing Error	Select what to do when duplex printing is not possible for the selected paper size and media type. Value 1-sided: Printed in 1-sided Display Error: Error message to cancel printing is displayed.
Paper Mismatch Error	Select what to do when the selected paper size or type does not match paper size or type loaded in the specified paper source while printing from the computer by specifying the cassette or multi-purpose tray. Value Ignore: The setting is ignored and the job is printed. Display Error: Error message to cancel printing is displayed.

Measurement

Item	Description
Measurement	Select inch or metric for the unit for paper dimensions. Value: mm, Inch

Keyboard Layout

Item	Description
Keyboard Layout	Change the layout of the touch panel keyboard used to enter characters. Value: QWERTY, QWERTZ, AZERTY

USB Keyboard Type

Item	Description
USB Keyboard Type	Select the type of USB keyboard that you want to use. Value: US-English, US-English with Euro

Copy

Configures settings for copying functions.

Item	Description
Auto Paper Selection	If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changes.* Value Most Suitable Size: Select paper based on the current zoom and the size of the original. Same as Original Size: Select paper that matches the size of the original, regardless the zoom.
Auto % Priority	When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed.* Value: Off, On

* If you want to enable the changed defaults immediately, move to the function screen and press the **Reset** key.

Send

Configures settings for sending functions.

Item		Description
Dest. Check before Send		When performing sending jobs, display the confirmation screen of destinations after pressing the **Start** key. Value: Off, On
Entry Check for New Dest.		When adding new destination, display the entry check screen to check the entered destination. Value: Off, On
Send and Forward		Set whether to send the original to another destination and store it when sending images.
	Forward	Set the rule to send the original. Multiple rules can be selected. Value Forward: Off, On Rule: FAX, E-mail, Folder(SMB), Folder(FTP) **NOTE**: FAX functions are available only on products with the fax function installed.
	Destination	Set the destination to use when storing originals. Select the destination using either of the following methods: • Address Book • Ext. Address Book • Address Entry (E-mail) • Address Entry (Folder)
Color TIFF Compression		Select the compression method for TIFF images handled on this machine. Value: TIFF V6, TTN2
Default Screen		Use this procedure to set the default screen displayed when you press the **Send** key. Value: Destination, Address Book, Ext Address Book, One Touch

Favorites/Application

You can install and use applications that will make your day-to-day use of this machine more efficient. Please contact your dealer or service representative information on applications.

Item			Description
Default Screen			Use this procedure to set the default screen displayed when you press the Favorites/ Application key. Value: Favorites, Application, Application 1 - 5 (applications being used)
Application			You can install, activate, deactivate, and delete applications. A list of installed applications is shown. You can view detailed information on the selected application by pressing [Detail].
	Menu	**Add**	You can install new applications. You can view detailed information on the selected application by pressing [Detail]. **NOTE**: To install the applications, insert the USB memory containing the application to be installed into the USB Port. If *Removable Memory is recognized. Displaying files.* appears, press [No]. To remove the USB memory, press [Remove Memory] and wait until the *Removable Memory can be safely removed* message appears. Then remove the USB memory.
		Activate	Activates the application selected on the list. Enter the license key as necessary.
		Deactivate	Deactivates the application selected on the list.
		Print Report	Prints information on the installed applications. The Application Name, ID (Application ID), Version, and other information can be checked.
		Delete	Deletes the application selected on the list.

Internet

This procedure sets up the Internet browser application.

Item		Description
Proxy		Specify the proxy settings. Value: Off, On
	Use Same Proxy	Set whether or not the same proxy server is used for all protocols. If the same proxy server is not used, select [Off]. Value: Off, On
	HTTP Proxy Server	Set a proxy server (HTTP). Value: (Enter the proxy address and port number.)
	HTTPS Proxy Server	Set a proxy server (HTTPS). Value: (Enter the proxy address and port number.)
	No Proxy Domains	Set domains for which no proxy is used. Value: (Enter the domain name.)

Printer

Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.

Item		Description
Emulation		Select the emulation for operating this machine by commands oriented to other types of printers. Value: Line Printer, IBM Proprinter, DIABLO 630, EPSON LQ-850, PCL6, KPDL, KPDL (Auto)
	Alt Emulation	If you use the KPDL (Auto) emulation mode, KPDL and another emulation mode can be automatically switched according to the data (alternative emulation). Value: Line Printer, IBM Proprinter, DIABLO 630, EPSON LQ-850, PCL6
	KPDL Error Report	When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output. Value: Off, On
EcoPrint		EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem. Value: Off, On
Override A4/Letter		Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. Value Off: A4 and Letter are not regarded as the same in size. On: A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.
Duplex		Select binding orientation for duplex mode. Value: 1-sided, 2-sided Bind LongEdge, 2-sided Bind ShortEdge
Copies		Set the default number of copies, from 1 to 999. Value: 1 to 999 copies
Orientation		Set the default orientation, [Portrait] or [Landscape]. Value: Portrait, Landscape
Wide A4		Turn this to on to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL 6 emulation. Value: Off, On
Form Feed TimeOut		Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds. Value: 5 to 495 seconds
LF Action		Set the line feed action when the machine receives the line feed code (character code 0AH). Value: LF Only, LF and CR, Ignore LF
CR Action		Set the character return action when the machine receives the character return code (character code 0DH). Value: CR Only, LF and CR, Ignore CR
Paper Feed Mode		While printing from the computer, select how to feed paper when the paper source and type are specified. Value Auto: Search the paper source that matches the selected paper size and type. Fixed: Print on paper loaded in the specified paper source.

Item	Description
Resolution	Set the resolution used for printing. Value: 600 dpi, Fast1200
KIR	The machine is equipped with the smoothing function, which realizes an excellent output resolution of about 2400 dpi × 600 dpi. Value: Off, On

System

Configures machine system settings.

Network

Configures network settings.

Host Name

Item	Description
Host Name	Check the host name of the machine.

TCP/IP Settings

Item		Description
TCP/IP		Set up TCP/IP to connect to the Windows network.* Value: Off, On
IPv4 Settings		Set up TCP/IP (IPv4) to connect to the network. The IPv4 setting is available when selecting [On] for [TCP/IP].*
	DHCP	Select whether or not to use the DHCP (IPv4) server. Value: Off, On
	Bonjour	Select whether or not to use Bonjour. Value: Off, On
	Auto-IP	Select whether or not to use Auto-IP. Value: Off, On
	IP Address	Set the IP addresses. When the DHCP setting is [On], the current IP address is displayed and cannot be changed. When setting an IP address, set the DHCP setting to [Off]. Value: ###.###.###.###
	Subnet Mask	Set the IP subnet masks. When the DHCP setting is [On], the current Subnet Mask is displayed and cannot be changed. When setting an Subnet Mask, set the DHCP setting to [Off]. Value: ###.###.###.###
	Default Gateway	Set the IP gateway addresses. When the DHCP setting is [On], the current Default Gateway is displayed and cannot be changed. When setting an Default Gateway, set the DHCP setting to [Off]. Value: ###.###.###.###

* After changing the setting, restart the system or turn the machine OFF and then ON.

Item		Description
IPv6 Settings		Set up TCP/IP (IPv6) to connect to the network. The IPv6 setting is available when selecting [On] for [TCP/IP].*
	IPv6	Sets whether to use IPv6. Value: Off, On
	Manual Setting	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). The Manual Setting is available when selecting [On] for [IPv6]. Value IP Address (Manual): (numbers (128 bit in total) separated by colons) Prefix Length: 0 to 128 Default Gateway: ###.###.###.### **NOTE**: [Default Gateway] is displayed when selecting [Off] for [RA (Stateless)].
	RA (Stateless)	Select whether or not to use RA (Stateless). The RA (Stateless) setting is available when selecting [On] for [IPv6]. When selecting [On], [IP Address 1 (to 5)] appears under [IP Address (Stateless)/Prefix Length]. Value: Off, On
	DHCP	Select whether or not to use the DHCP (IPv6) server. The DHCP (IPv6) setting is available when selecting [On] for [IPv6]. Value: Off, On

* After changing the setting, restart the system or turn the machine OFF and then ON.

Item		Description
Protocol Detail		The table below lists the network related function settings. The network related functions are available when [TCP/IP] is [On].
	NetBEUI	Selects whether or not to receive documents using NetBEUI.* Value: Off, On
	LPD	Select whether or not to receive documents using LPD as the network protocol.* Value: Off, On
	SMTP (E-mail TX)	Select whether or not to send e-mail using SMTP. Value: Off, On
	POP3 (E-mail RX)	Select whether or not to receive e-mail using POP3. Value: Off, On
	FTP Client (Transmission)	Select whether or not to send documents using FTP. When selecting [On], set the FTP Port Number. Use the FTP default port 21. Value: Off, On, Port: 1 - 65535
	FTP Server (Reception)	Select whether or not to receive documents using FTP.* Value: Off, On
	SMB Client (Transmission)	Select whether or not to send documents using SMB. When selecting [On], set the SMB default Port Number. Use the SMB default port 139. For Windows Vista, use 445. Value: Off, On, Port: 1 - 65535
	LDAP	Select whether or not to use LDAP. Value: Off, On
	SNMP	Select whether or not to communicate using SNMP.* Value: Off, On
	SNMPv3	Select whether or not to communicate using SNMPv3.* Value: Off, On
	HTTP	Select whether or not to communicate using HTTP.* Value: Off, On
	HTTPS	Select whether or not to communicate using HTTPS. SSL must be set to [On] in *SSL on page 9-21*.* Value: Off, On
	IPP	Select whether or not to communicate using IPP. When selecting [On], set the IPP default Port Number. Use the IPP default port 631.* Value: Off, On, Port: 1 - 65535
	IPP over SSL	Select whether or not to use IPP over SSL. When selecting [On], set the IPP over SSL default Port Number. Use the IPP over SSL default port 443. SSL must be set to [On] in *SSL on page 9-21*.* Value: Off, On, Port:1 - 65535
	Raw Port	Select whether or not to receive documents using Raw Port.* Value: Off, On
	ThinPrint (UG-33)	Select whether or not to use ThinPrint. When selecting [On], set the default ThinPrint Port Number. Use the ThinPrint default port 4000.* Value: Off, On, Port: 1 - 65535
	ThinPrintOverSSL (UG-33)	Select whether or not to use ThinPrintOverSSL. SSL must be set to [On] in *SSL on page 9-21*. Value: Off, On

* After changing the setting, restart the system or turn the machine OFF and then ON.

NetWare

Item	Description
NetWare	Select the NetWare network connection. After that, select frame types for NetWare network from Auto, Ethernet-II, 802.3, 802.2, or SNAP.* Value Off, On, Frame Type: Auto, 802.3, Ether-II, 802.2, SNAP

* After changing the setting, restart the system or turn the machine OFF and then ON.

AppleTalk

Item	Description
AppleTalk	Select the Apple Talk network connection.* Value: Off, On

* After changing the setting, restart the system or turn the machine OFF and then ON.

WSD Scan

Item	Description
WSD Scan	Select whether or not to use WSD Scan.* Value: Off, On

* After changing the setting, restart the system or turn the machine OFF and then ON.

WSD Print

Item	Description
WSD Print	Select whether or not to use WSD Print.* Value: Off, On

* After changing the setting, restart the system or turn the machine OFF and then ON.

Enhanced WSD

Item	Description
Enhanced WSD	Set whether to use Kyocera's proprietary web services.* Selecting [Off] will disable the functionality of WIA and TWAIN drivers. If you want to disable KMnet Viewer functionality, Enhanced WSD, Enhanced WSD (SSL), SNMP and SNMPv3 (refer to *Protocol Detail on page 9-19*) must be set to [Off]. Value: Off, On

* After changing the setting, restart the system or turn the machine OFF and then ON.

Enhanced WSD (SSL)

Item	Description
Enhanced WSD (SSL)	Set whether to use Kyocera's proprietary web services over SSL.* Value: Off, On

* After changing the setting, restart the system or turn the machine OFF and then ON.

IPSec

Item	Description
IPSec	Make this setting when you use IPSec.* Value: Off, On

* After changing the setting, restart the system or turn the machine OFF and then ON.

Secure Protocol

Item	Description
SSL	Select whether or not to use SSL.* Value: Off, On
IPP Security	Select the IPP security level. This setup is available when SSL is [On].* Value: IPP/IPP over SSL, IPPoverSSL only
HTTP Security	Select the HTTP security level. This setup is available when SSL is [On].* Value: HTTP/HTTPS, HTTPS Only
LDAP Security (Ext. Address Book)	Select the type of encryption according to the type of security employed by the LDAP server. This setup is available when SSL is [On].*, ** Value: Off, LDAPv3/TLS, LDAP over SSL
LDAP Security (User Property)	

* After changing the setting, restart the system or turn the machine OFF and then ON.
** LDAP must be set to [On] in *Protocol Detail on page 9-19*.

LAN Interface

Item	Description
LAN Interface	Specify the settings for the LAN interface to be used.* Value: Auto, 10Base-Half, 10Base-Full, 100Base-Half, 100Base-Full, 1000BASE-T

* After changing the setting, restart the system or turn the machine OFF and then ON.

Interface Block Setting

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

Item	Description
USB Host	This locks and protects the USB memory slot. Value: Unblock, Block
USB Device	This locks and protects the USB interface connector. Value: Unblock, Block
Optional Interface*	This locks and protects the optional interface slot. Value: Unblock, Block

* Only on products with the fax function installed.

RAM Disk Setting

Item	Description
RAM Disk Setting	A RAM disk can be created and its size can be set. Creating a RAM disk makes it possible to print from a Job Box.* Value RAM Disk Setting: Off, On RAM Disk Size: Setting range varies with Optional Memory settings.

* After changing the setting, restart the system or turn the machine OFF and then ON.

Optional Memory

Item	Description
Optional Memory	When optional memory is installed, select the memory allocation scheme based on the application in which you are using the equipment.* Value: Printer Priority, Normal, Copy Priority

* After changing the setting, restart the system or turn the machine OFF and then ON.

Date/Timer

Configures settings related to the date and time.

Item	Description
Date/Time	Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header. Value: Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23), Minute (00 to 59), Second (00 to 59)
Date Format	Select the display format of year, month, and date. The year is displayed in Western notation. Value: Month/Day/Year, Day/Month/Year, Year/Month/Day
Time Zone	Set the time difference from GMT. Choose the nearest listed location from the list.
Auto Panel Reset	If no jobs are run for a certain period of time, automatically reset settings and return to the default setting. Select to use Auto Panel Reset or not. Value: Off, On **NOTE**: The time allowed to elapse before the panel is reset is set with the *Panel Reset Timer*.
Auto Error Clear	If an error occurs during processing, processing stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses. For details, refer to *Responding to Error Messages on page 10-13*. Value: Off, On
Panel Reset Timer	If you select [On] for Auto Panel Reset, set the amount of time to wait before Auto Panel Reset. Value: 5 to 495 seconds (every five seconds) **NOTE**: If you select [Off] for [Auto Panel Reset], the time display does not appear.
Sleep Timer	Set amount of time before entering Sleep. Value: 1 to 240 minutes (1 minute increments)
Error Clear Timer	If you select [On] for Auto Error Clear, set the amount of time to wait before automatically clearing errors. Value: 5 to 495 seconds (every five seconds) **NOTE**: If you select [Off] for [Auto Error Clear], the time display does not appear.

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

Item		Description
Density Adjustment		Adjust density.
	Copy	Adjust copy density. Adjustment can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)
	Send/Box	Adjust scan density when sending or storing the data in Document Box. Adjustment can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)
Background Density Adj.		Darkens or lightens overall background density adjustment.
	Copy (Auto)	Darkens or lightens overall background density adjustment during copying. Adjustment can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)
	Send/Box (Auto)	Darkens or lightens overall background density when sending images or storing them in the Document Box. Adjustment can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)
Toner Save Level (EcoPrint)		Set the toner-saving level when using EcoPrint.
	Copy	Lowers or raises the toner-saving level during copying. Adjustment can be made in 5 levels.* Value: 1 to 5
	Printer	Lowers or raises the toner-saving level during printing. Adjustment can be made in 5 levels. Value: 1 to 5
Print Density		Adjust print density. Adjustment can be made in 5 levels. Value: 1 to 5
Auto Color Correction		This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white during Auto Color Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white. Value: 5 (B & W), 4, 3, 2, 1 (Color)
Correcting Black Line		Correct fine lines (streaks caused by contamination), which may appear on the image, when the document processor is used. Value Off: No correction performed. On (Low): Correction performed. The reproduction of fine lines on the original may become lighter than when using [Off]. On (High): Select this item if a streak remains after using [On (Low)]. The reproduction of fine lines on the original may become lighter than when using [On (Low)].
Display Brightness		Set the brightness of the touch panel. Value: 1 (Darker), 2, 3, 4 (Lighter)

Item	Description
Drum Refresh	Perform Drum Refresh when images show streaking with white lines. Takes about 90 seconds. Press [Start] to perform Drum Refresh. **NOTE**: Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.
Auto Drum Refresh	Auto Drum Refresh may be executed when the machine is turned on the power or recovered from the low power mode or sleep mode. Auto Drum Refresh is executed automatically to keep the best image quality by monitoring its peripheral temperature and humidity. Value Off: Do not perform Auto Drum Refresh. Standard: Perform Auto Drum Refresh as Standard (maximum 360 seconds). Long: Perform Auto Drum Refresh as Long (maximum 450 seconds). **NOTE**: When an error state such as condensation is detected, [Normal] and [Long] may take a maximum of 630 seconds.

* If you want to enable the changed defaults immediately, move to the function screen and press the **Reset** key.

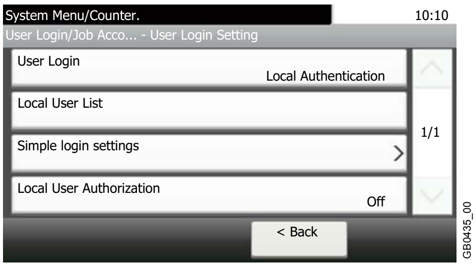
User Login Administration

User login administration specifies how the user access is administered on this machine. Enter correct login user name and password for user authentication to login.
Access are in three levels - User, Administrator, and Machine Administrator. The security levels can be modified only by the machine administrator.

First User Login Administration

Follow these steps for the first user login administration. For details about the configuration method, refer to *User Login Settings on page 9-26*.

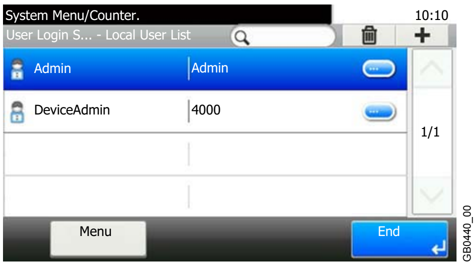
1 **Enable user login administration.**


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
Local User List
Simple login settings
1/1
< Back
GB0435_00

User Login: Local Authentication

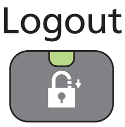
Local User Authorization: Off

2 **Add a user.**

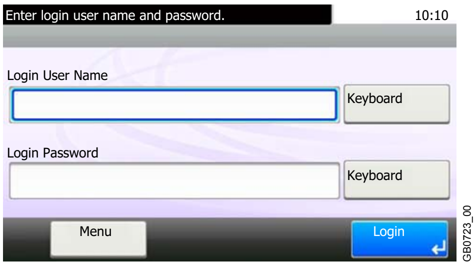

System Menu/Counter.
10:10
User Login S... - Local User List
1/1
Menu
End
GB0440_00

Admin	Admin
DeviceAdmin	4000

3 **Log out.**



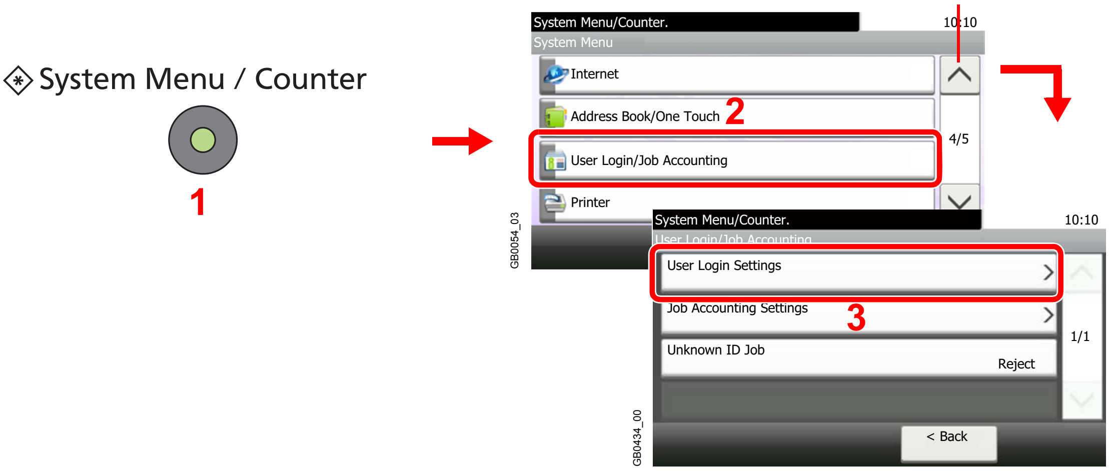
4 **The registered user logs in for operations.**


Enter login user name and password.
10:10
Login User Name
Keyboard
Login Password
Keyboard
Menu
Login
GB0723_00

User Login Settings

1 Display the screen.

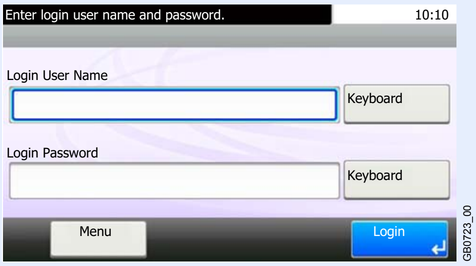
Use [∨] or [∧] to scroll up and down.


System Menu / Counter
1
System Menu/Counter.
10:10
System Menu
Internet
Address Book/One Touch
2
User Login/Job Accounting
4/5
Printer
GB0054_03
System Menu/Counter.
10:10
User Login/Job Accounting
User Login Settings
Job Accounting Settings
3
1/1
< Back
GB0434_00

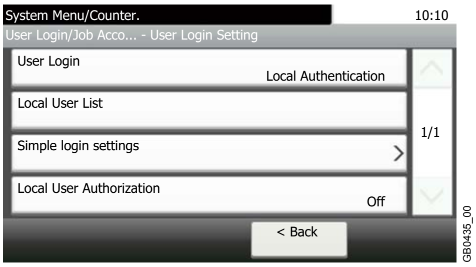
Unknown ID Job: Reject

NOTE

You can only change the settings by logging in with administrator privileges. Refer to *Adding a User on page 9-29* for the default login user name and password.


Enter login user name and password.
10:10
Login User Name
Keyboard
Login Password
Keyboard
Menu
Login
GB0723_00

2 Configure the function.


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
Local User List
Simple login settings
1/1
< Back
GB0435_00

User Login: Local Authentication

Local User Authorization: Off

Enabling/Disabling User Login Administration ▶ page 9-27
Adding a User ▶ page 9-29
Local User Authorization ▶ page 9-33
Editing and Deleting Users ▶ page 9-35
Simple Login ▶ page 9-38
Group Authorization ▶ page 9-44
Obtain Network User Property ▶ page 9-48

Enabling/Disabling User Login Administration

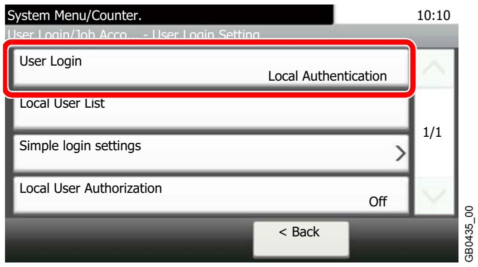
This enables user login administration. Select one of the following authentication methods:

Local Authentication	User authentication based on user properties on the local user list stored in the machine.
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

1 Display the screen.

1 Referring to *User Login Settings on page 9-26*, display the screen.

2



System Menu/Counter. 10:10

User Login/Job Acco... - User Login Setting

User Login: Local Authentication

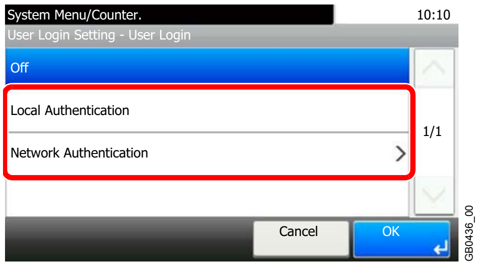
Local User List

Simple login settings

Local User Authorization: Off

1/1
< Back
GB0435_00

2 Select the authentication method.



System Menu/Counter. 10:10

User Login Setting - User Login

Off

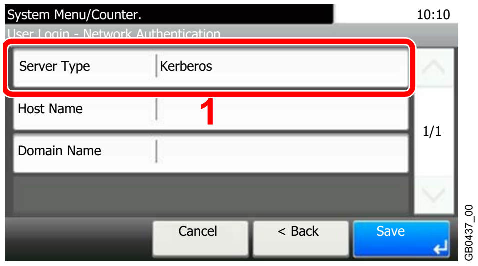
Local Authentication

Network Authentication

1/1
Cancel
OK
GB0436_00

When selecting [Network Authentication]

Select the server type.



System Menu/Counter. 10:10

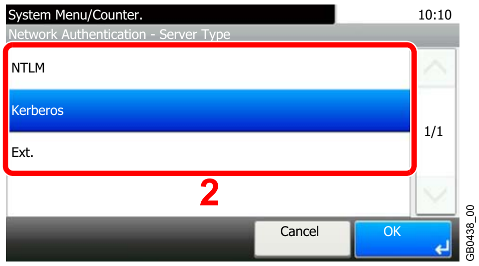
User Login - Network Authentication

Server Type: Kerberos

Host Name

Domain Name

1
1/1
Cancel
< Back
Save
GB0437_00



System Menu/Counter. 10:10

Network Authentication - Server Type

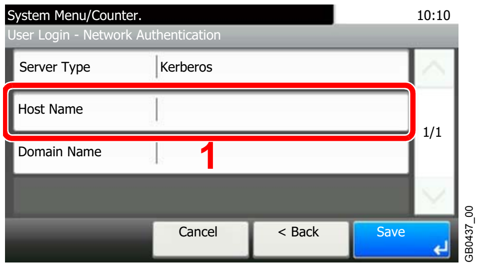
NTLM

Kerberos

Ext.

2
1/1
Cancel
OK
GB0438_00

Enter the host name.



System Menu/Counter. 10:10

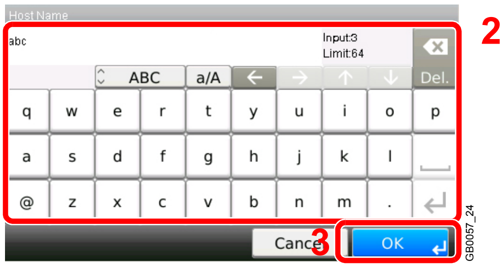
User Login - Network Authentication

Server Type: Kerberos

Host Name

Domain Name

1
1/1
Cancel
< Back
Save
GB0437_00



Host Name

abc

Input:3

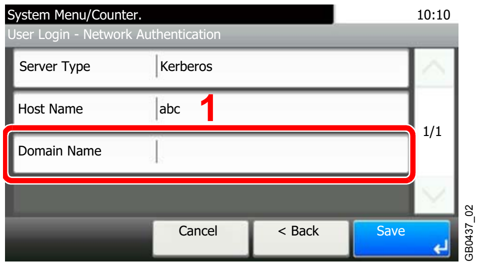
Limit:64

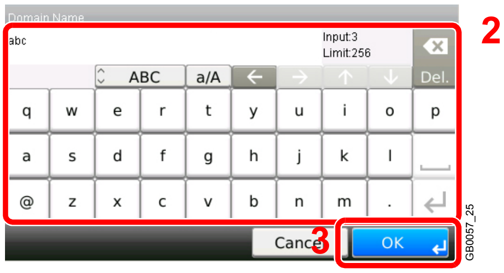
2
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_24

Up to 64 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

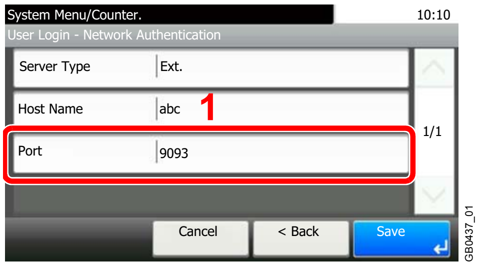
Enter a domain name.

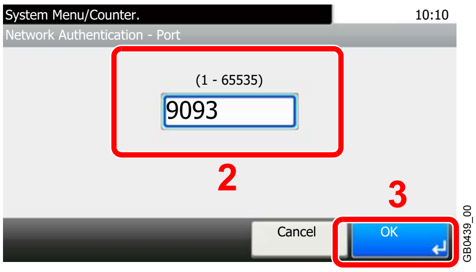

System Menu/Counter. 10:10
User Login - Network Authentication
Server Type: Kerberos
Host Name: abc
Domain Name:
1
1/1
Cancel
< Back
Save
GB0437_02


Domain Name
abc
Input:3
Limit:256
2
3
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
OK
GB0057_25

When selecting [NTLM] or [Kerberos] as the server type, enter a domain name of 256 characters or less.

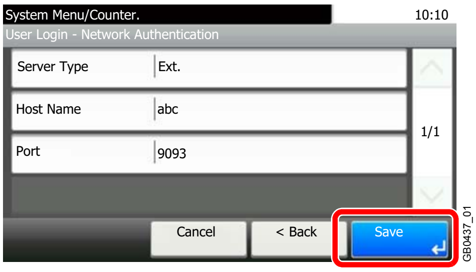
Enter the port number.


System Menu/Counter. 10:10
User Login - Network Authentication
Server Type: Ext.
Host Name: abc
Port: 9093
1
1/1
Cancel
< Back
Save
GB0437_01


System Menu/Counter. 10:10
Network Authentication - Port
(1 - 65535)
9093
2
3
Cancel
OK
GB0439_00

When selecting [Ext.] as the server type, enter the port number.

Press [Save].


System Menu/Counter. 10:10
User Login - Network Authentication
Server Type: Ext.
Host Name: abc
Port: 9093
1/1
Cancel
< Back
Save
GB0437_01

NOTE

If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Date and time setting of the machine and the Authentication Server

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings. If the server type is [Kerberos], only domain names entered in uppercase will be recognized.

Adding a User

This adds a new user. You can add Up to 100 users (including the default login user name).

The table below explains the user information to be registered.

User Name*	Enter the name displayed on the user list (up to 32 characters).
Login User Name*	Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.
Login Password	Enter the password to login (up to 16 characters).
Account Name	Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID. Refer to *Job Accounting on page 9-50*.
E-mail Address	The user can register his/her E-mail address (up to 128 characters). The registered address will be automatically selected for subsequent operations that need any E-mail function.
Access Level*	Select Administrator or User for user access privileges.
My Panel	Registers settings for individual users. Settings registered here can be applied simply by logging in.
Local Authorization	Restricts the use of the machine by user. Local user authorization must be enabled to use this function (see page *9-33*). The following restriction items are available: Printer: Select whether or not to reject usage of print functions for the printer. Copy: Select whether or not to reject usage of copy functions. Send: Select whether or not to reject usage of send functions other than faxing. FAX Transmission: Select whether or not to reject usage of the FAX transmissions. Storing in Box: Select whether or not to reject usage of storing in the document boxes. Storing in Memory: Select whether or not to reject usage of storing in the removable memory.

* Mandatory at user registration.

NOTE

By default, one of each default user with machine administrator rights and administrator privileges is already stored. Each user's properties are:

Machine Administrator

- User Name: DeviceAdmin
- Login User Name: 4000
- Login Password: 4000
- Access Level: Machine Administrator

Administrator

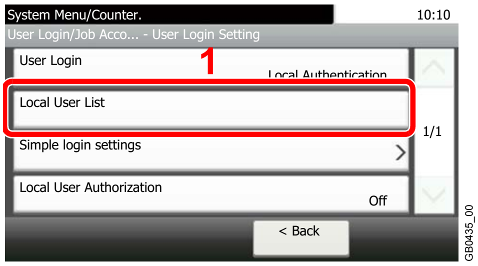
- User Name: Admin
- Login User Name: Admin
- Login Password: Admin
- Access Level: Administrator

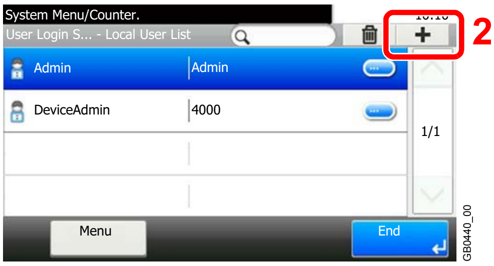
It is recommended to periodically change the user name, login user name and login password regularly for your security.

1 Display the screen.

1 Referring to *User Login Settings on page 9-26*, display the screen.

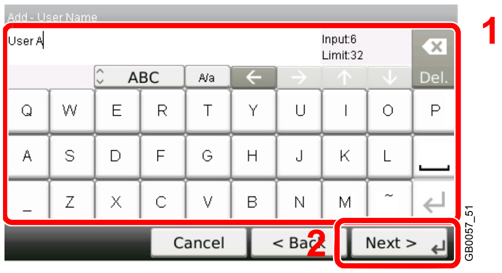
2


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
User Login
Local Authentication
1
Local User List
Simple login settings
Local User Authorization
Off
1/1
< Back
GB0435_00

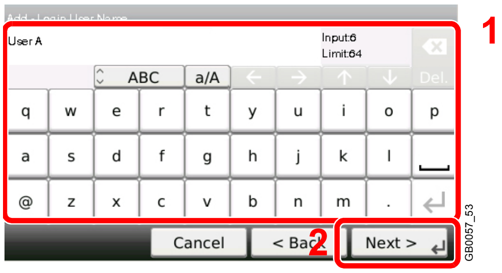

System Menu/Counter.
User Login S... - Local User List
2
Admin
Admin
DeviceAdmin
4000
1/1
Menu
End
GB0440_00

2 Enter the user information.

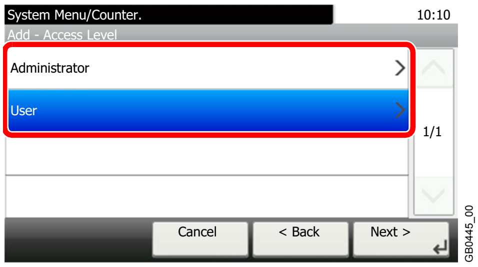
[User Name]


Add - User Name
User A
Input:6
Limit:32
1
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M ~
Cancel
< Back
2
Next >
GB0057_51

[Login User Name]


Add - Login User Name
User A
Input:6
Limit:64
1
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
< Back
2
Next >
GB0057_53

[Access Level]

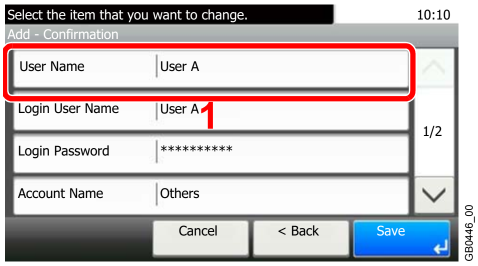

System Menu/Counter.
10:10
Add - Access Level
Administrator
User
1/1
Cancel
< Back
Next >
GB0445_00

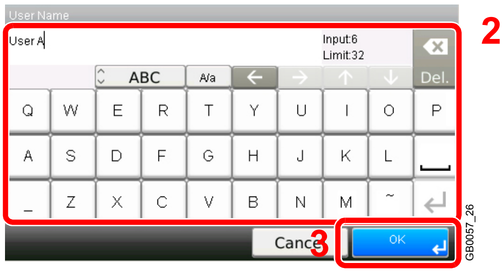
Select the user access privilege.

3 Check the settings.

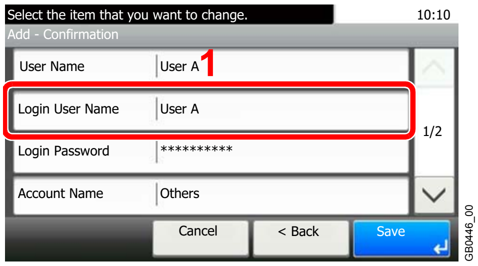
Check the settings and change or add information as needed.

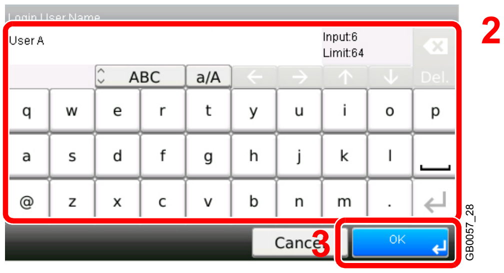
[User Name]


Select the item that you want to change.
10:10
Add - Confirmation
User Name
User A
1
Login User Name
User A
Login Password
****
Account Name
Others
1/2
Cancel
< Back
Save
GB0446_00

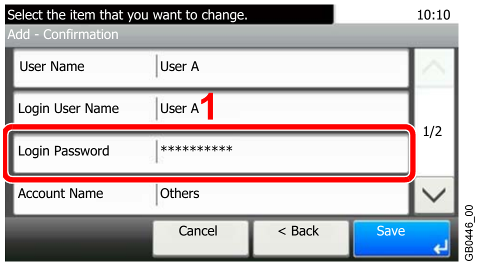

User Name
User A
Input:6
Limit:32
2
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M ~
Cancel
3
OK
GB0057_26

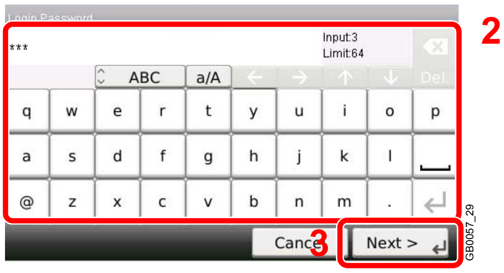
[Login User Name]


Select the item that you want to change.
Add - Confirmation
User Name: User A
Login User Name: User A
Login Password: **********
Account Name: Others
10:10
1
1/2
Cancel
< Back
Save
GB0446_00


Login User Name
User A
Input:6
Limit:64
2
ABC
a/A
Del
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_28

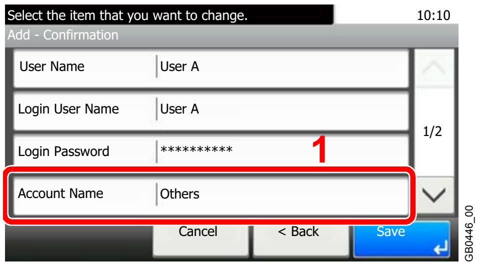
[Login Password]


Select the item that you want to change.
Add - Confirmation
User Name: User A
Login User Name: User A
Login Password: **********
Account Name: Others
10:10
1
1/2
Cancel
< Back
Save
GB0446_00

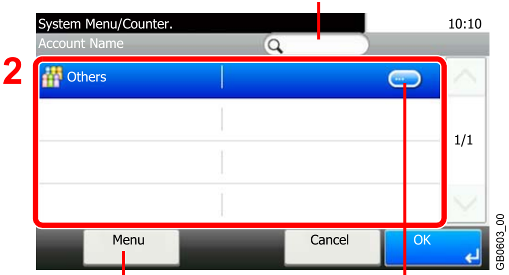

Login Password
***
Input:3
Limit:64
2
ABC
a/A
Del
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
Next >
GB0057_29

Enter the same login password twice for confirmation purposes.

[Accounting Name]


Select the item that you want to change.
Add - Confirmation
User Name: User A
Login User Name: User A
Login Password: **********
Account Name: Others
10:10
1
1/2
Cancel
< Back
Save
GB0446_00

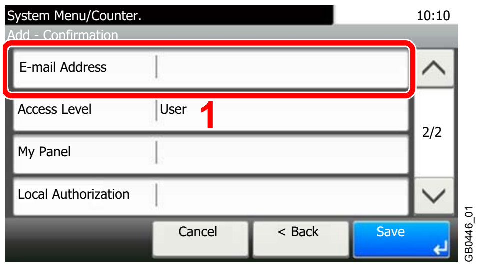
Searches by account name.

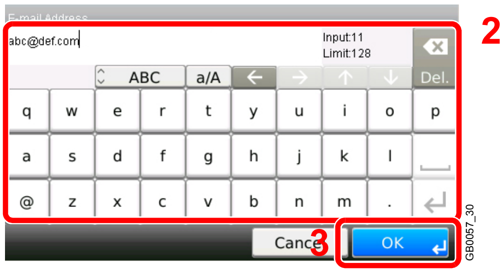

System Menu/Counter.
Account Name
Others
10:10
2
1/1
Menu
Cancel
OK
GB0603_00

Allows you to search for an account name and sorts results.

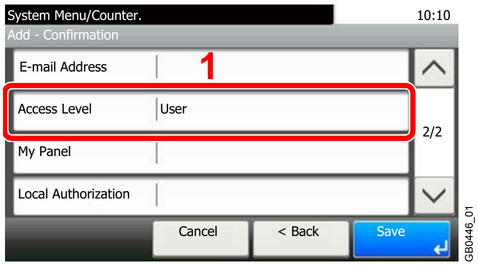
Displays details for individual account names.

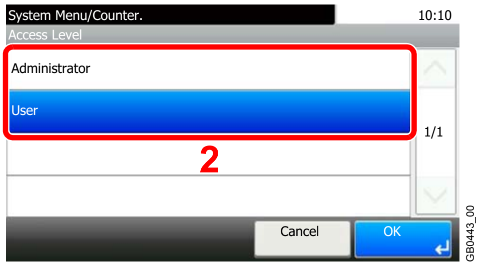
[E-mail Address]


System Menu/Counter.
Add - Confirmation
E-mail Address:
Access Level: User
My Panel:
Local Authorization:
10:10
1
2/2
Cancel
< Back
Save
GB0446_01


E-mail Address
abc@def.com
Input:11
Limit:128
2
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_30

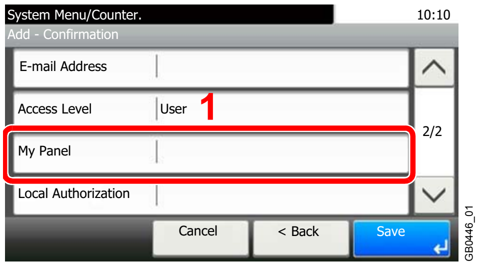
[Access Level]


System Menu/Counter.
Add - Confirmation
E-mail Address:
Access Level: User
My Panel:
Local Authorization:
10:10
1
2/2
Cancel
< Back
Save
GB0446_01


System Menu/Counter.
Access Level
Administrator
User
10:10
2
1/1
Cancel
OK
GB0443_00

Select the user access privilege.

[My Panel]


System Menu/Counter. 10:10

Add - Confirmation

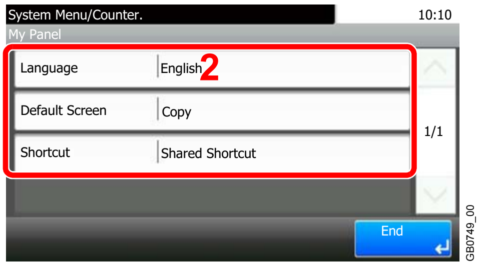
E-mail Address

Access Level | User

My Panel

Local Authorization

1
2/2
Cancel
< Back
Save
GB0446_01


System Menu/Counter. 10:10

My Panel

Language | English

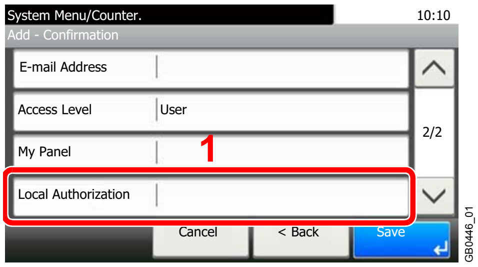
Default Screen | Copy

Shortcut | Shared Shortcut

2
1/1
End
GB0749_00

For details on My Panel, refer to *My Panel on page 9-34*.

[Local Authorization]


System Menu/Counter. 10:10

Add - Confirmation

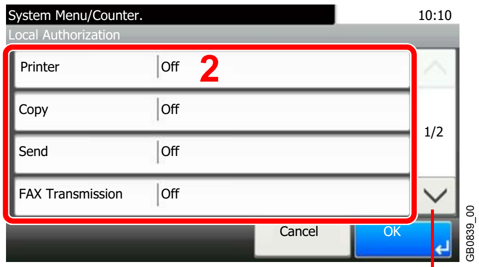
E-mail Address

Access Level | User

My Panel

Local Authorization

1
2/2
Cancel
< Back
Save
GB0446_01


System Menu/Counter. 10:10

Local Authorization

Printer | Off

Copy | Off

Send | Off

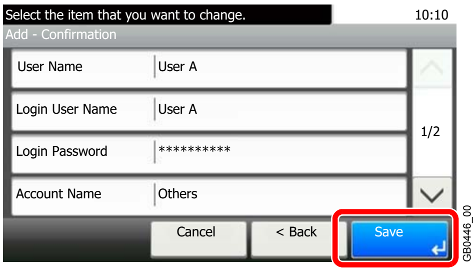
FAX Transmission | Off

2
1/2
Cancel
OK
GB0839_00

Use [∨] or [∧] to scroll up and down.

Change the limitations as needed.

4 Register the user.


Select the item that you want to change. 10:10

Add - Confirmation

User Name | User A

Login User Name | User A

Login Password | **********

Account Name | Others

1/2
Cancel
< Back
Save
GB0446_00

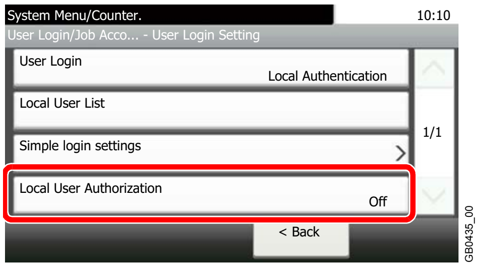
Local User Authorization

Enables local user authorization. Job use can be prohibited for specific users. Set when adding a user (see page *9-29*) or editing and deleting users (see page *9-35*).

1 Display the screen.

1 Referring to *User Login Settings on page 9-26*, display the screen.

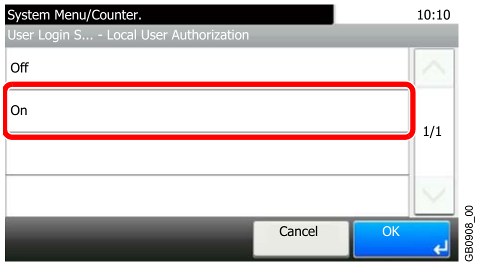
2


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
Simple login settings
Local User List
1/1
< Back
GB0435_00

User Login: Local Authentication

Local User Authorization: Off

2 Select [On].


System Menu/Counter.
10:10
User Login S... - Local User Authorization
Off
On
1/1
Cancel
OK
GB0908_00

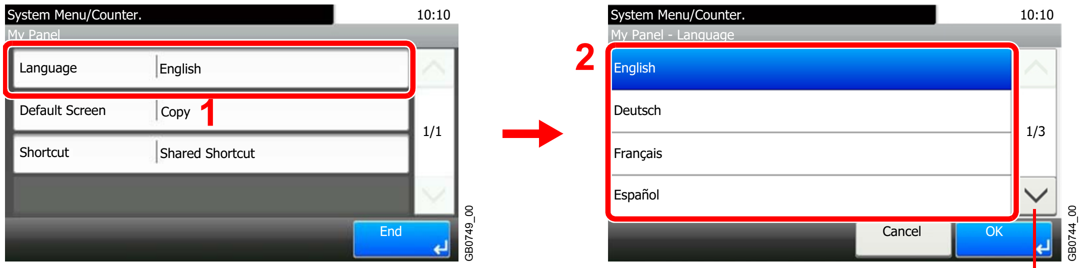
My Panel

Registers settings for individual users. Settings registered here can be applied simply by logging in. Set when *Adding a User* (see page *9-29*) or *Editing and Deleting Users* (see page *9-35*).

Environments in which shortcut can be configured

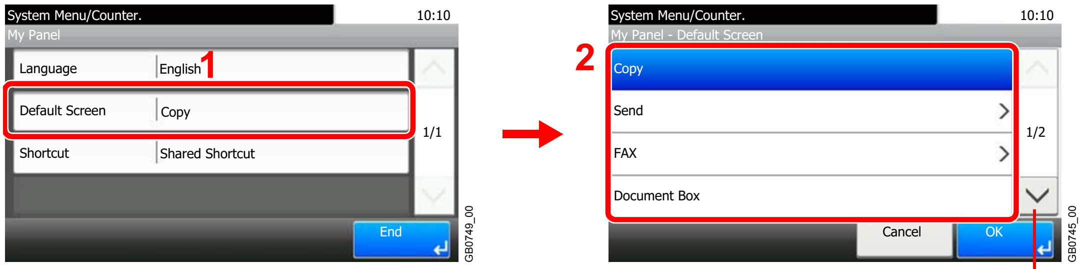
Language	Select the language displayed on the touch panel.
Default Screen	Set the screen appearing right after the user logs in (default screen).
Shortcut	Select either [Shared Shortcut] or [Private Shortcut].

[Language]


System Menu/Counter.
10:10
My Panel
Language
English
Default Screen
Copy
Shortcut
Shared Shortcut
1/1
End
1
GB0749_00
2
System Menu/Counter.
10:10
My Panel - Language
English
Deutsch
Français
Español
1/3
Cancel
OK
GB0744_00

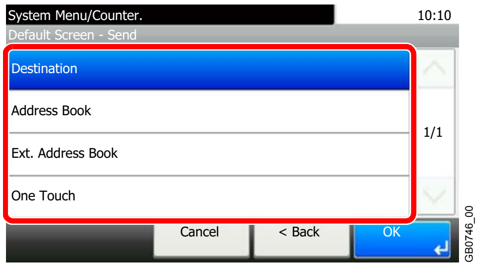
Use [∨] or [∧] to scroll up and down.

[Default Screen]

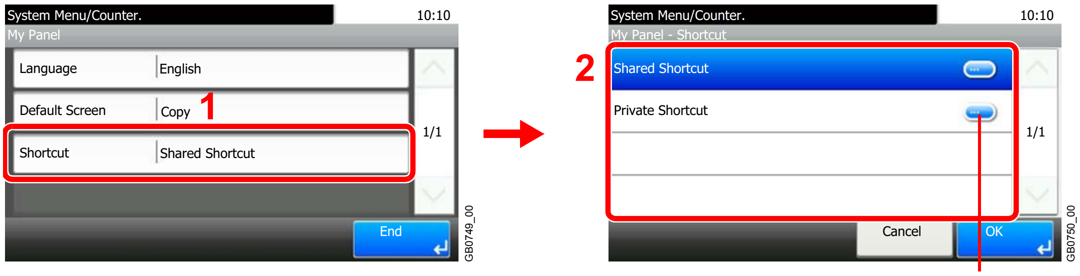

System Menu/Counter.
10:10
My Panel
Language
English
Default Screen
Copy
Shortcut
Shared Shortcut
1/1
End
1
GB0749_00
2
System Menu/Counter.
10:10
My Panel - Default Screen
Copy
Send
FAX
Document Box
1/2
Cancel
OK
GB0745_00

Use [∨] or [∧] to scroll up and down.

When [Send] or [FAX] has been selected, sets which screen to use as the default screen.


System Menu/Counter.
10:10
Default Screen - Send
Destination
Address Book
Ext. Address Book
One Touch
1/1
Cancel
< Back
OK
GB0746_00

[Shortcut]


System Menu/Counter.
10:10
My Panel
Language
English
Default Screen
Copy
Shortcut
Shared Shortcut
1/1
End
1
GB0749_00
2
System Menu/Counter.
10:10
My Panel - Shortcut
Shared Shortcut
Private Shortcut
1/1
Cancel
OK
GB0750_00

Displays details for individual shortcuts.

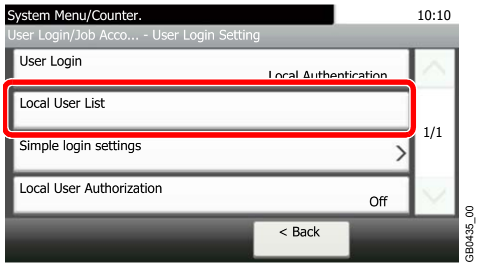
Editing and Deleting Users

User properties can be changed and users can be deleted.

1 Display the screen.

1 Referring to *User Login Settings on page 9-26*, display the screen.

2


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
Local User List
Simple login settings
1/1
< Back
GB0435_00

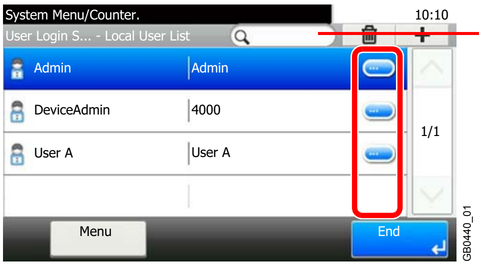
User Login: Local Authentication

Local User Authorization: Off

2 Edit or delete a user.

To edit a user

1 Press […] for the user whose settings you wish to edit.


System Menu/Counter.
10:10
User Login S... - Local User List
1/1
Menu
End
GB0440_01

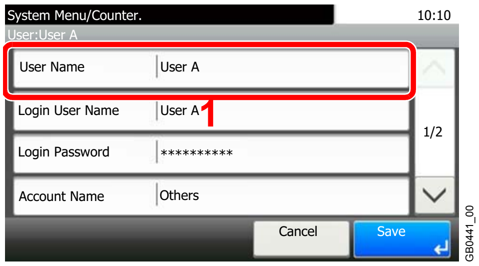
Admin	Admin
DeviceAdmin	4000
User A	User A

Searches by user name.

2 Edit the user.

For more information about individual settings, refer to *Adding a User on page 9-29*.

[User Name]

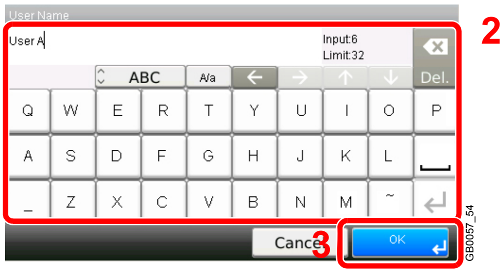

System Menu/Counter.
10:10
User:User A
1
1/2
Cancel
Save
GB0441_00

User Name: User A

Login User Name: User A

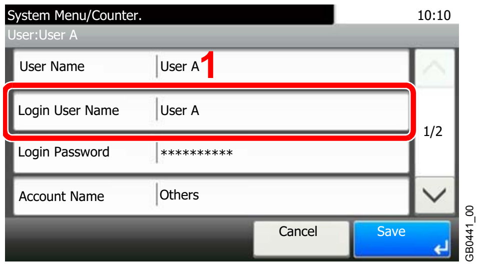
Login Password: **********

Account Name: Others


User Name
Input:6
Limit:32
Del.
ABC
A/a
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M ~
Cancel
OK
2
3
GB0057_54

User A

[Login User Name]

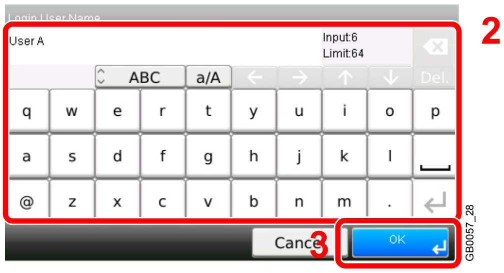

System Menu/Counter.
10:10
User:User A
1
1/2
Cancel
Save
GB0441_00

User Name: User A

Login User Name: User A

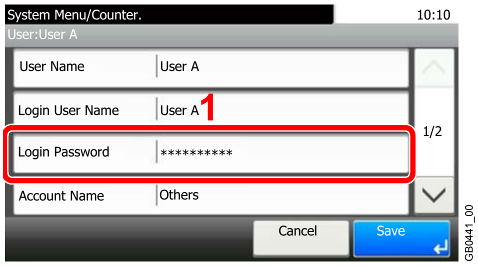
Login Password: **********

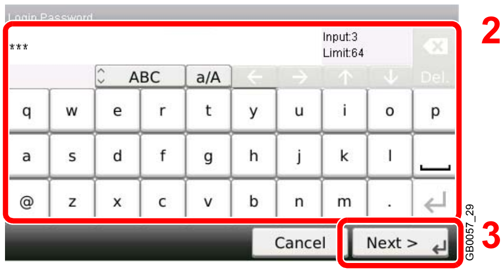
Account Name: Others


Login User Name
Input:6
Limit:64
Del.
ABC
a/A
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
OK
2
3
GB0057_28

User A

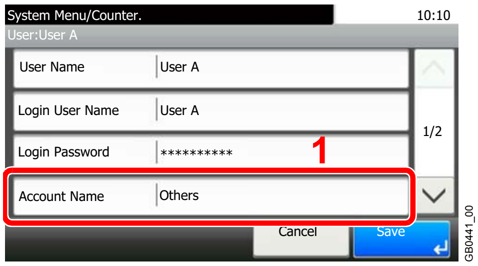
[Login Password]


System Menu/Counter. 10:10
User:User A
User Name: User A
Login User Name: User A
Login Password: **********
Account Name: Others
1
1/2
Cancel
Save
GB0441_00

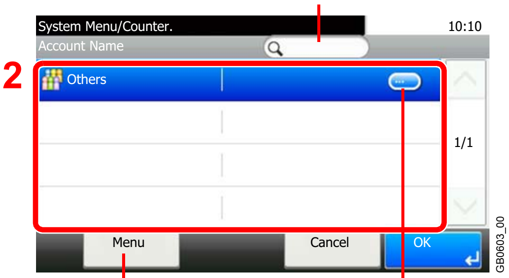

Login Password
***
Input:3
Limit:64
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
Next >
2
3
GB0057_29

Enter the same login password twice for confirmation purposes.

[Account Name]


System Menu/Counter. 10:10
User:User A
User Name: User A
Login User Name: User A
Login Password: **********
Account Name: Others
1
1/2
Cancel
Save
GB0441_00

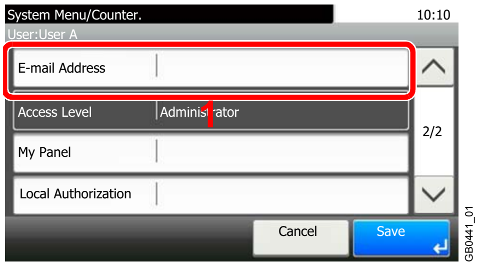
Searches by account name.

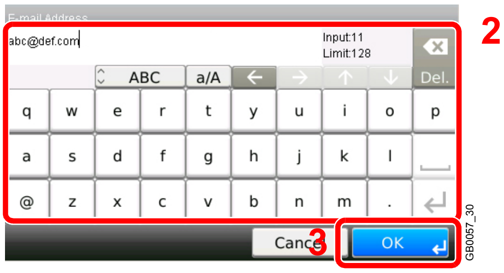

System Menu/Counter. 10:10
Account Name
Others
2
1/1
Menu
Cancel
OK
GB0603_00

Allows you to search for an account name and sorts results.

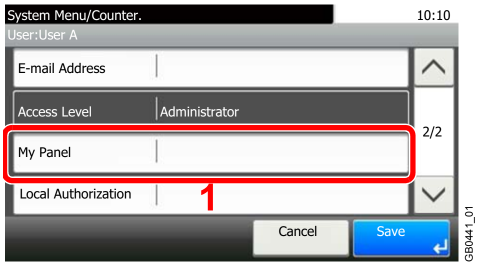
Displays details for individual account names.

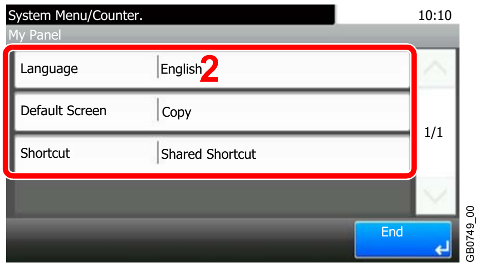
[E-mail Address]


System Menu/Counter. 10:10
User:User A
E-mail Address:
Access Level: Administrator
My Panel:
Local Authorization:
1
2/2
Cancel
Save
GB0441_01


E-mail Address
abc@def.com
Input:11
Limit:128
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
OK
2
3
GB0057_30

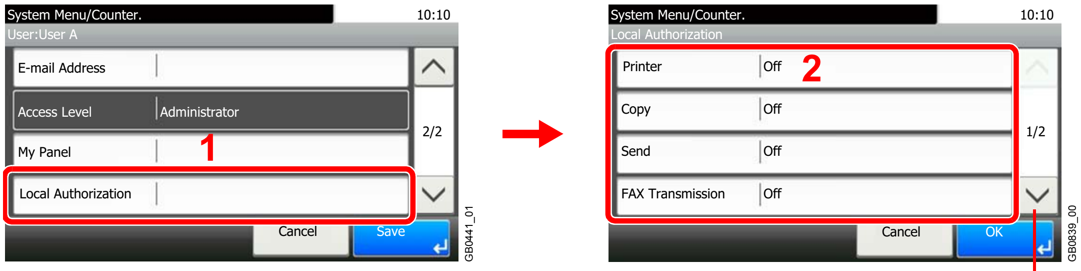
[My Panel]


System Menu/Counter. 10:10
User:User A
E-mail Address:
Access Level: Administrator
My Panel:
Local Authorization:
1
2/2
Cancel
Save
GB0441_01


System Menu/Counter. 10:10
My Panel
Language: English
Default Screen: Copy
Shortcut: Shared Shortcut
2
1/1
End
GB0749_00

For details on My Panel, refer to *My Panel on page 9-34*.

[Local Authorization]



System Menu/Counter. 10:10
User:User A

E-mail Address	
Access Level	Administrator
My Panel	
Local Authorization	

2/2

Cancel Save

System Menu/Counter. 10:10
Local Authorization

Printer	Off
Copy	Off
Send	Off
FAX Transmission	Off

1/2

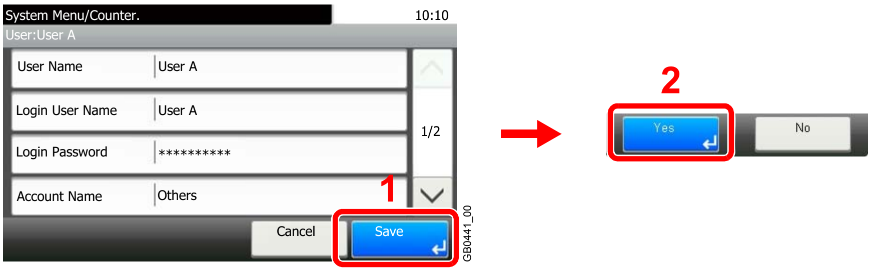
Cancel OK

Use [∨] or [∧] to scroll up and down.

[Local Authorization] is displayed when selecting [On] for [Local User Authorization].

Refer to *Local User Authorization on page 9-33*.

3 Register the user.



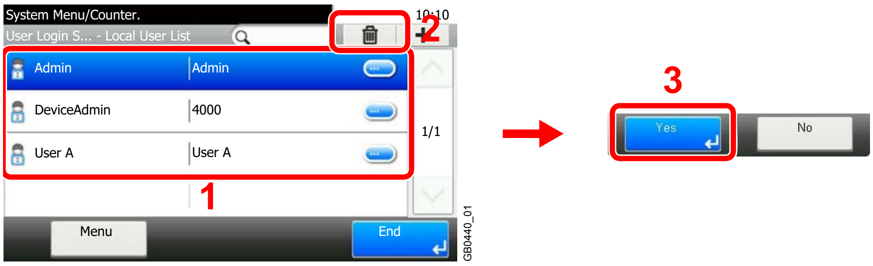
System Menu/Counter. 10:10
User:User A

User Name	User A
Login User Name	User A
Login Password	**********
Account Name	Others

1/2

Cancel Save

To delete



System Menu/Counter. 10:10
User Login S... - Local User List

Admin	Admin
DeviceAdmin	4000
User A	User A

1/1

Menu End

Select the user you wish to delete and press [(Delete)] (the trash can icon).

NOTE
Also, you can delete the user by selecting the user, press [Menu] and then [Delete].

Simple Login

The simple login function allows users to log in simply by selecting a user name. Users must be registered in advance to use this functionality.

For details, refer to *Adding a User on page 9-29*.

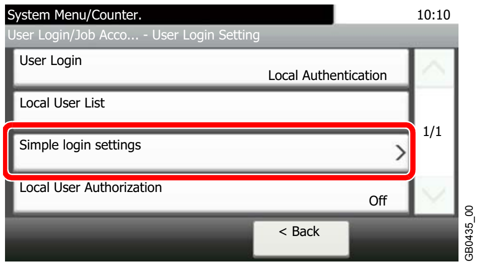
Simple Login Settings

Enable simple login.

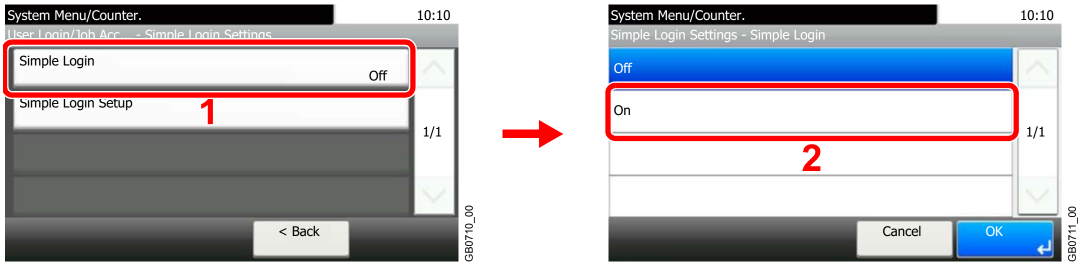
1 Display the screen.

1 Referring to *User Login Settings on page 9-26*, display the screen.

2


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
User Login
Local Authentication
Local User List
Simple login settings
Local User Authorization
Off
1/1
< Back
GB0435_00

2 Enable simple login.


System Menu/Counter.
10:10
User Login/Job Acc... - Simple Login Settings
Simple Login
Off
Simple Login Setup
1
1/1
< Back
GB0710_00
System Menu/Counter.
10:10
Simple Login Settings - Simple Login
Off
On
2
1/1
Cancel
OK
GB0711_00

Register a User

Register users to use simple login. Up to 20 users can be registered.

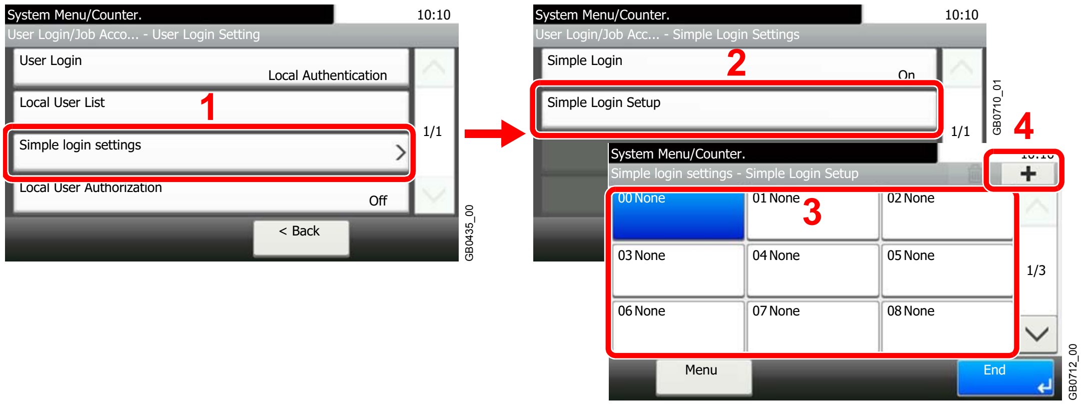
The table below explains the user information to be registered.

Name	Set the user name to display on the Simple Login screen.
User	Select which registered users can use simple login.
Password Login	Set whether to require entry of a login password at login.
Icon	Select the icon to display on the Simple Login screen.

1 Display the screen.

1 Referring to *User Login Settings on page 9-26*, display the screen.

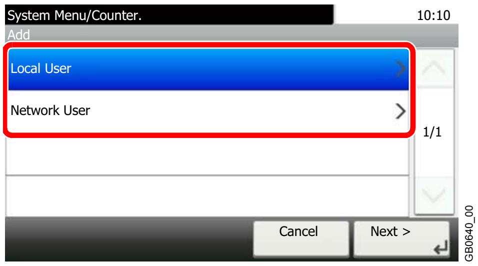
2


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
User Login
Local Authentication
Local User List
1
Simple login settings
1/1
Local User Authorization
Off
< Back
GB0435_00
System Menu/Counter.
10:10
User Login/Job Acc... - Simple Login Settings
Simple Login
2
On
Simple Login Setup
1/1
GB0710_01
4
System Menu/Counter.
Simple login settings - Simple Login Setup
+
00 None
01 None
3
02 None
03 None
04 None
05 None
1/3
06 None
07 None
08 None
Menu
End
GB0712_00

Select a key with no registered user, and press [+].

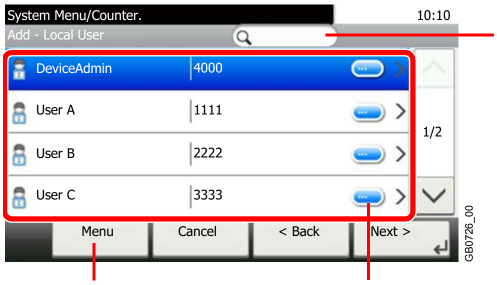
2 Enter the user information.

1 Select the type of user.


System Menu/Counter.
10:10
Add
Local User
Network User
1/1
Cancel
Next >
GB0640_00

2 Select a user.

Local user


System Menu/Counter.
10:10
Add - Local User
1/2
Menu
Cancel
< Back
Next >
GB0726_00

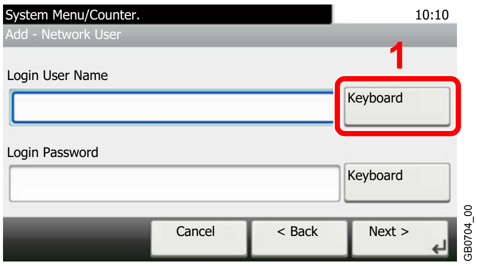
DeviceAdmin 4000
User A 1111
User B 2222
User C 3333

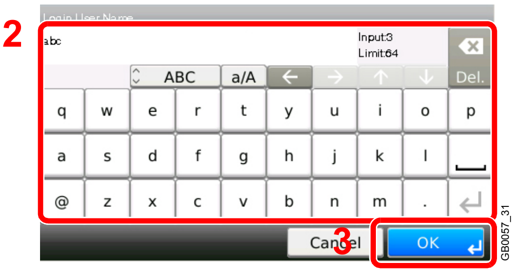
Searches by user name.

Allows you to search for a user and sorts results.

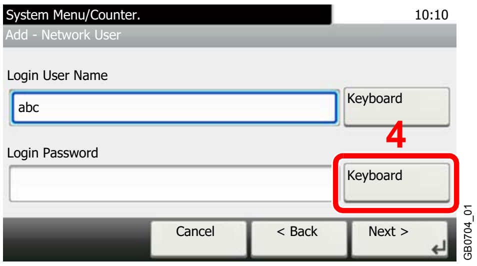
Displays details for individual users.

Network user

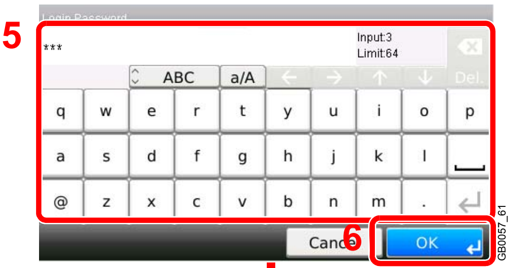

System Menu/Counter.
10:10
Add - Network User
Login User Name
Keyboard
1
Login Password
Keyboard
Cancel
< Back
Next >
GB0704_00


2
Login User Name
Input:3
Limit:64
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_31

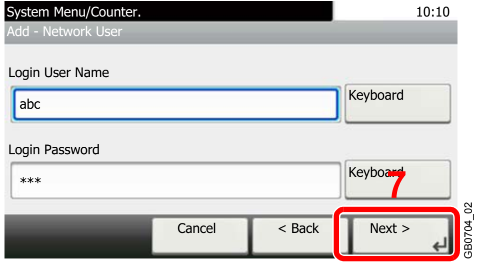
abc


System Menu/Counter.
10:10
Add - Network User
Login User Name
Keyboard
4
Login Password
Keyboard
Cancel
< Back
Next >
GB0704_01

Login User Name: abc


5
Login Password
Input:3
Limit:64
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
6
OK
GB0057_61

***

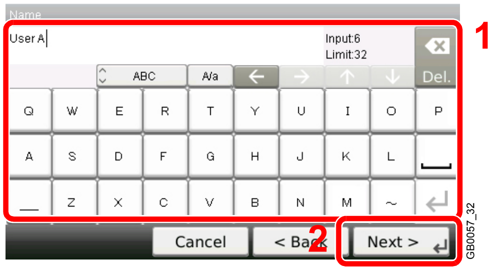

System Menu/Counter.
10:10
Add - Network User
Login User Name
Keyboard
Login Password
Keyboard
7
Cancel
< Back
Next >
GB0704_02

Login User Name: abc

Login Password: ***

Enter the Login User Name and Login Password.

3 Enter the login user name to use with simple login.

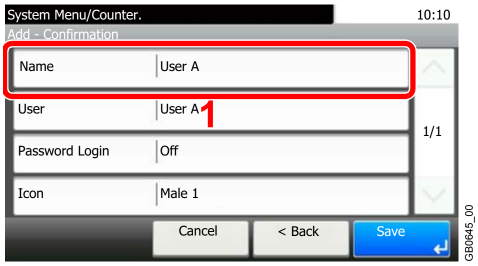

Name
Input:6
Limit:32
1
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M ~
Cancel
< Back
2
Next >
GB0057_32

User A

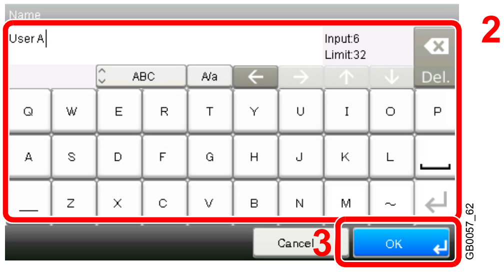
3 Check the settings.

Check the settings and change or add information as needed.

[Name]

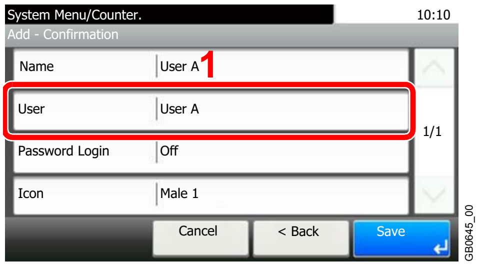

System Menu/Counter.
10:10
Add - Confirmation
1
1/1
Cancel
< Back
Save
GB0645_00

Name	User A
User	User A
Password Login	Off
Icon	Male 1

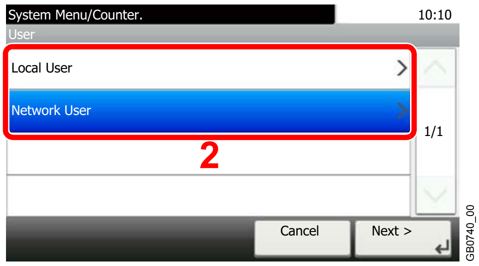

Name
Input:6
Limit:32
2
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M ~
Cancel
3
OK
GB0057_62

User A

[User]

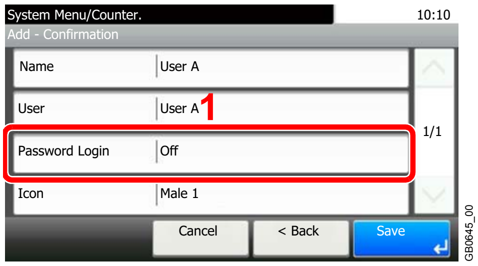

System Menu/Counter.
10:10
Add - Confirmation
1
1/1
Cancel
< Back
Save
GB0645_00

Name	User A
User	User A
Password Login	Off
Icon	Male 1

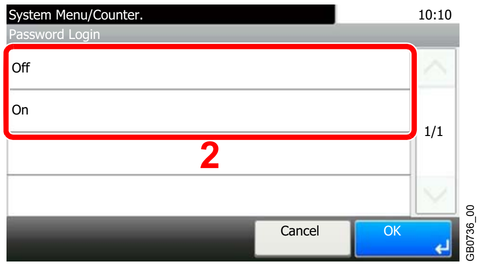

System Menu/Counter.
10:10
User
Local User
Network User
2
1/1
Cancel
Next >
GB0740_00

Select the user to use for simple logins from [Local User] or [Network User].

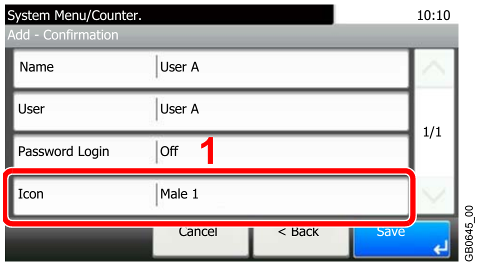
[Password Login]


System Menu/Counter.
10:10
Add - Confirmation
1
1/1
Cancel
< Back
Save
GB0645_00

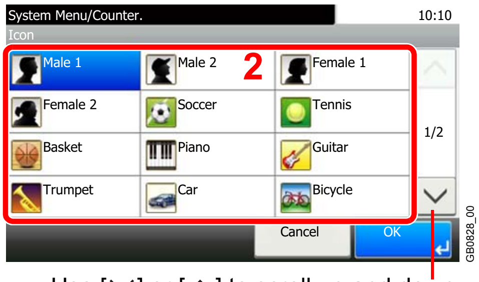
Name	User A
User	User A
Password Login	Off
Icon	Male 1


System Menu/Counter.
10:10
Password Login
Off
On
2
1/1
Cancel
OK
GB0736_00

[Icon]

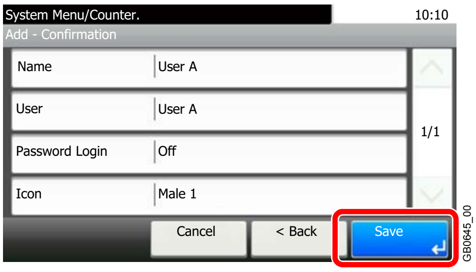

System Menu/Counter.
10:10
Add - Confirmation
1
1/1
Cancel
< Back
Save
GB0645_00

Name	User A
User	User A
Password Login	Off
Icon	Male 1


System Menu/Counter.
10:10
Icon
Male 1
Male 2
2
Female 1
Female 2
Soccer
Tennis
Basket
Piano
Guitar
Trumpet
Car
Bicycle
1/2
Cancel
OK
GB0828_00

Use [﹀] or [︿] to scroll up and down.

4 Register the user.


System Menu/Counter.
10:10
Add - Confirmation
1/1
Cancel
< Back
Save
GB0645_00

Name	User A
User	User A
Password Login	Off
Icon	Male 1

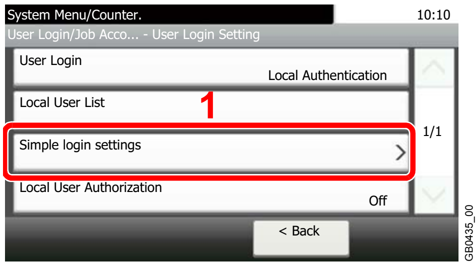
Editing and Deleting Users

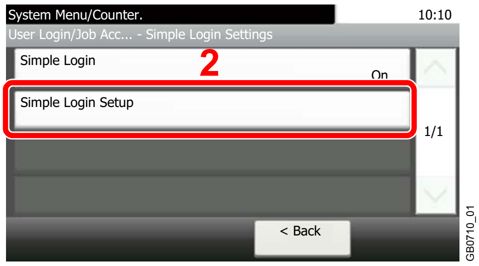
User properties can be changed and users can be deleted.

1 Display the screen.

1 Referring to *User Login Settings on page 9-26*, display the screen.

2

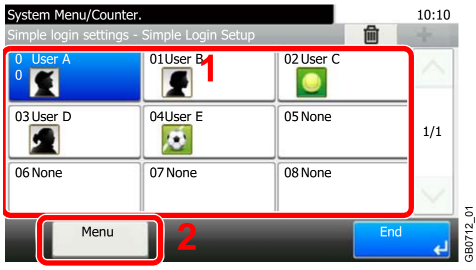

System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
User Login
Local Authentication
Local User List
1
Simple login settings
Local User Authorization
Off
1/1
< Back
GB0435_00

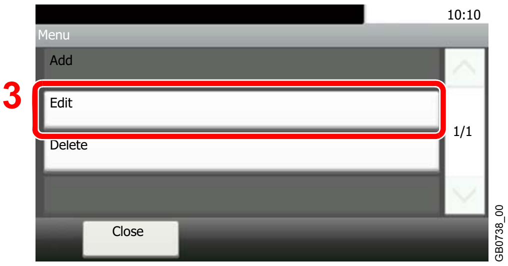

System Menu/Counter.
10:10
User Login/Job Acc... - Simple Login Settings
Simple Login
2
On
Simple Login Setup
1/1
< Back
GB0710_01

2 Edit or delete a user.

To edit a user

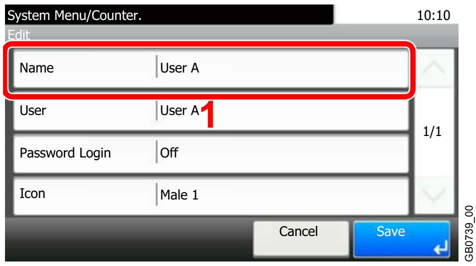
1 Select the user whose information you wish to edit and press [Menu] and then [Edit].

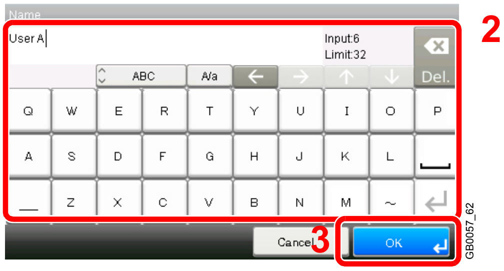

System Menu/Counter.
10:10
Simple login settings - Simple Login Setup
0 User A
01 User B
1
02 User C
03 User D
04 User E
05 None
06 None
07 None
08 None
1/1
Menu
2
End
GB0712_01


10:10
Menu
Add
3
Edit
Delete
1/1
Close
GB0738_00

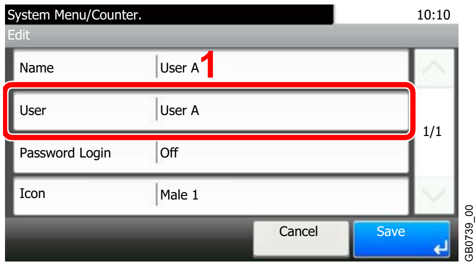
2 Edit the user.

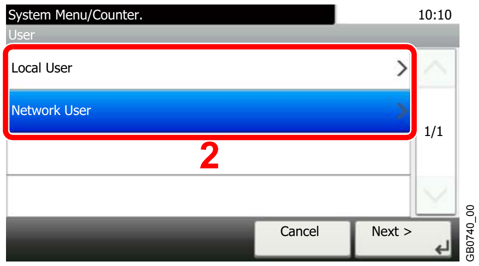
[Name]


System Menu/Counter.
10:10
Edit
Name
User A
User
User A
1
Password Login
Off
Icon
Male 1
1/1
Cancel
Save
GB0739_00


Name
User A
Input:6
Limit:32
2
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M ~
Cancel
3
OK
GB0057_62

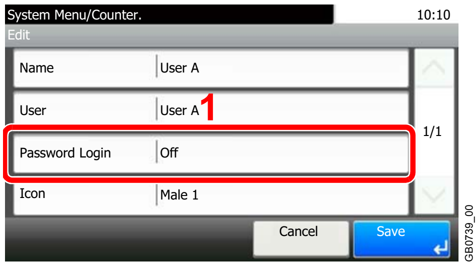
[User]

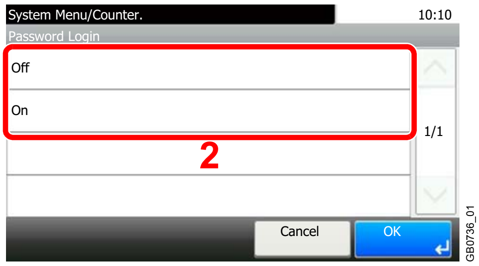

System Menu/Counter.
10:10
Edit
Name
User A
1
User
User A
Password Login
Off
Icon
Male 1
1/1
Cancel
Save
GB0739_00


System Menu/Counter.
10:10
User
Local User
Network User
2
1/1
Cancel
Next >
GB0740_00

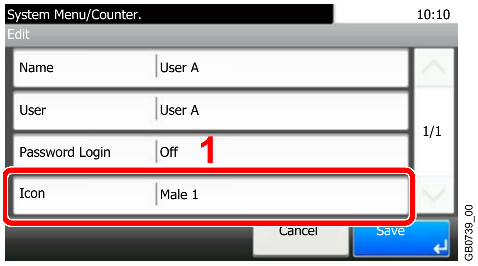
Select the user to use for simple logins from [Local User] or [Network User].

[Password Login]


System Menu/Counter.
10:10
Edit
Name
User A
User
User A
1
Password Login
Off
Icon
Male 1
1/1
Cancel
Save
GB0739_00


System Menu/Counter.
10:10
Password Login
Off
On
2
1/1
Cancel
OK
GB0736_01

[Icon]

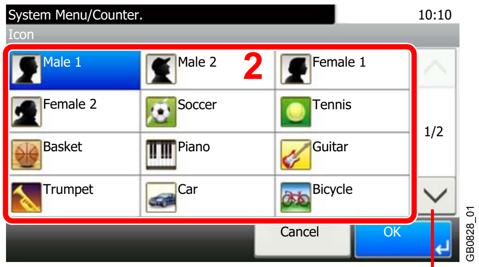


System Menu/Counter. 10:10

Edit

Name	User A
User	User A
Password Login	Off
Icon	Male 1

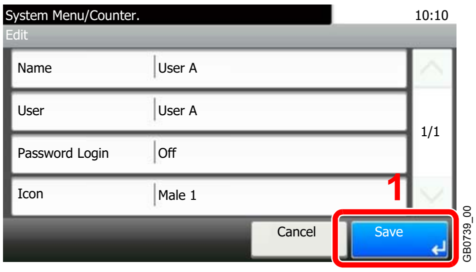
1/1
1
Cancel
Save
GB0739_00



System Menu/Counter.
10:10
Icon
Male 1
Male 2
Female 1
Female 2
Soccer
Tennis
Basket
Piano
Guitar
Trumpet
Car
Bicycle
2
1/2
Cancel
OK
GB0828_01

Use [∨] or [∧] to scroll up and down.

3 Register the user.

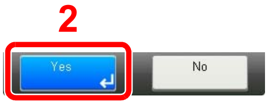


System Menu/Counter. 10:10

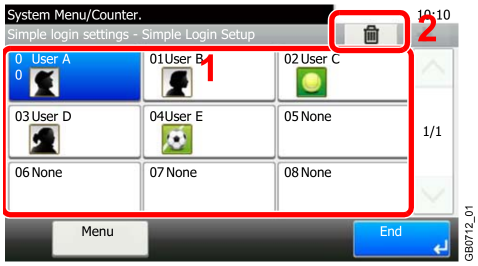
Edit

Name	User A
User	User A
Password Login	Off
Icon	Male 1

1/1
1
Cancel
Save
GB0739_00



To delete

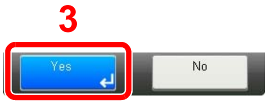


System Menu/Counter. 10:10

Simple login settings - Simple Login Setup

00 User A	01 User B	02 User C
03 User D	04 User E	05 None
06 None	07 None	08 None

1
2
1/1
Menu
End
GB0712_01



Select the user you wish to delete and press [(Delete)] (the trash can icon).

NOTE

You can also delete a user by selecting the name, pressing [Menu], and then pressing [Delete].

Group Authorization

Set restrictions of the machine usage by each individual group registered in the authentication server.

NOTE
To use the group authorization settings, [Network Authentication] must be selected for the authentication method and [NTLM] or [Kerberos] must be selected as the server type in *Enabling/Disabling User Login Administration on page 9-27*. Select [On] for LDAP in *Protocol Detail on page 9-19*.

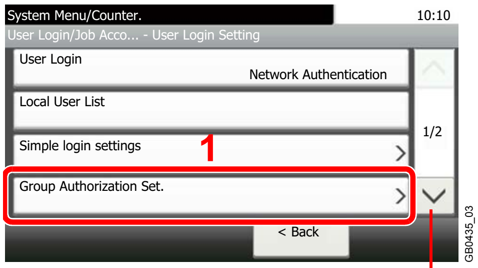
Group Authorization Settings

Use the group authorization.

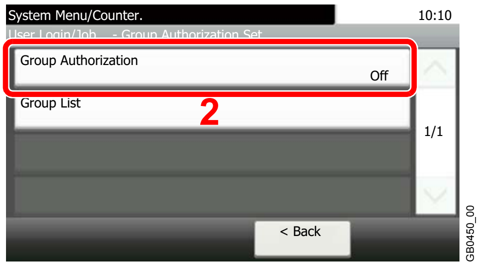
1 Display the screen.

1 Referring to *User Login Settings on page 9-26*, display the screen.

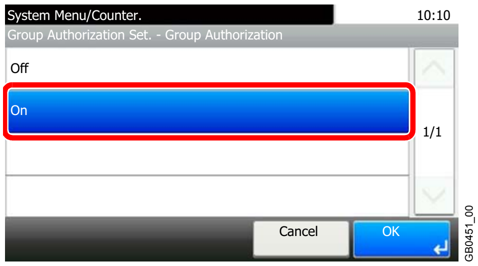
2


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
User Login
Network Authentication
Local User List
Simple login settings
Group Authorization Set.
1/2
< Back
1
GB0435_03

Use [∨] or [∧] to scroll up and down.


System Menu/Counter.
10:10
User Login/Job... - Group Authorization Set.
Group Authorization
Off
Group List
1/1
< Back
2
GB0450_00

2 Select [On].


System Menu/Counter.
10:10
Group Authorization Set. - Group Authorization
Off
On
1/1
Cancel
OK
GB0451_00

Add a Group

Register the groups that is restricted the machine usage. Up to 20 groups can be individually registered. Other users and groups belong to Others.

Group ID*	Enter the ID displayed on the group list (between 1 and 4294967295).
Group Name	Enter the name displayed on the group list (up to 32 characters).
Access Level	Select Administrator or User for group access privileges.
Printer	Select whether or not to reject usage of print functions for the printer.
Copy	Select whether or not to reject usage of copy functions.
Send	Select whether or not to reject usage of the send functions.
FAX Transmission**	Select whether or not to reject usage of the FAX transmissions.
Storing in Box	Select whether or not to reject usage of storing in the document boxes.
Storing in Memory	Select whether or not to reject usage of storing in the removable memory.

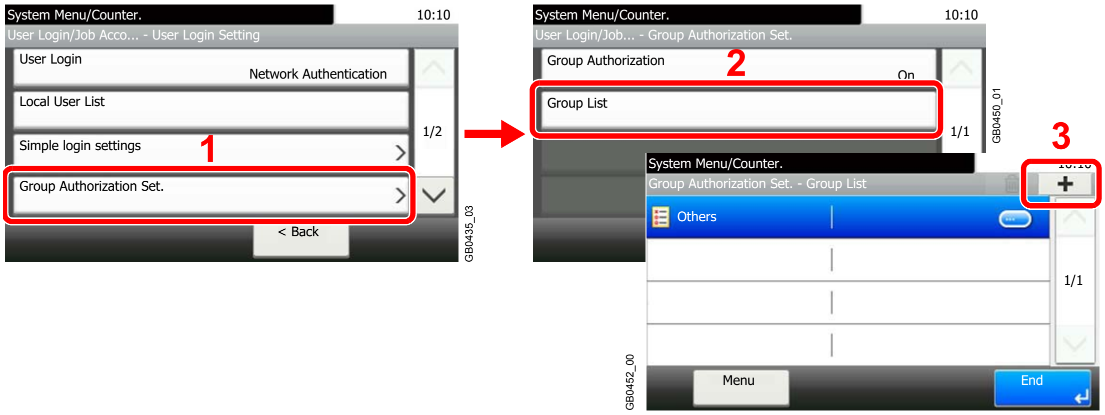
* For Group ID, specify PrimaryGroupID assigned by ActiveDirectory of Windows. If you are using Windows Server 2008, check Attribute Editor tab of user properties. If you are using Windows Server 2000/2003, check ADSIEdit. ADSIEdit is a support tool included on the installation CD-ROM for Windows Server OS (under \SUPPORT\TOOLS).

** FAX functions are available only on products with the fax function installed.

1 Display the screen.

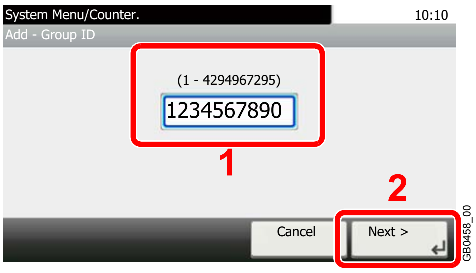
1 Referring to *User Login Settings on page 9-26*, display the screen.

2


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
User Login
Network Authentication
Local User List
Simple login settings
1
Group Authorization Set.
1/2
< Back
GB0435_03
System Menu/Counter.
10:10
User Login/Job... - Group Authorization Set.
Group Authorization
2
On
Group List
1/1
GB0450_01
3
System Menu/Counter.
Group Authorization Set. - Group List
Others
1/1
Menu
End
GB0452_00

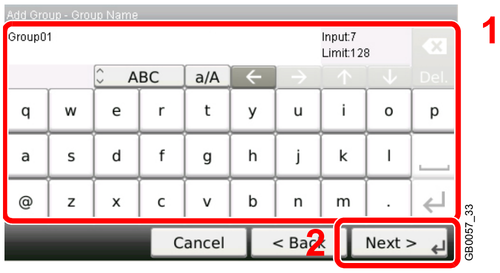
2 Enter the group information.

[Group ID]


System Menu/Counter.
10:10
Add - Group ID
(1 - 4294967295)
1
2
Cancel
Next >
GB0458_00

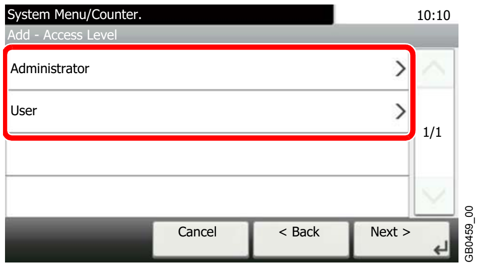
1234567890

[Group Name]


Add Group - Group Name
Input:7
Limit:128
ABC
a/A
Del
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
1
Cancel
< Back
2
Next >
GB0057_33

Group01

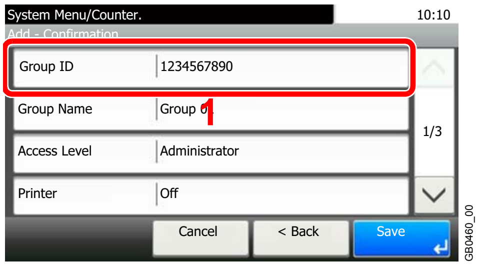
[Access Level]

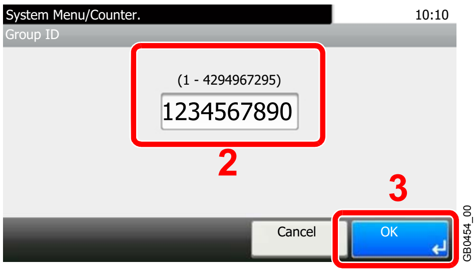

System Menu/Counter.
10:10
Add - Access Level
Administrator
User
1/1
Cancel
< Back
Next >
GB0459_00

3 Check the settings.

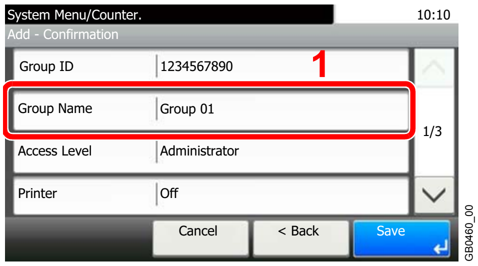
Check the settings and change or add information as needed.

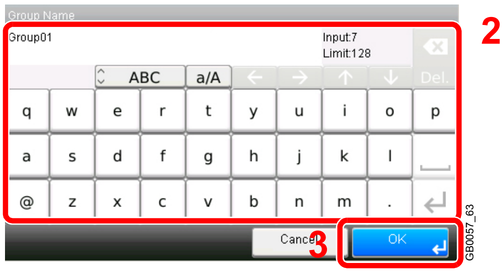
[Group ID]


System Menu/Counter.
Add - Confirmation
Group ID: 1234567890
Group Name: Group 01
Access Level: Administrator
Printer: Off
10:10
1
1/3
Cancel
< Back
Save
GB0460_00

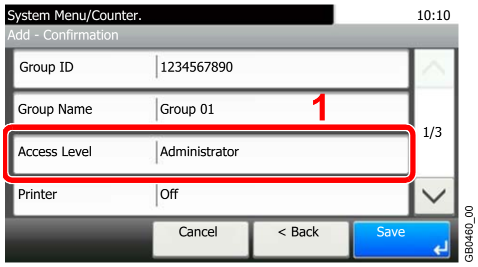

System Menu/Counter.
Group ID
(1 - 4294967295)
1234567890
10:10
2
3
Cancel
OK
GB0454_00

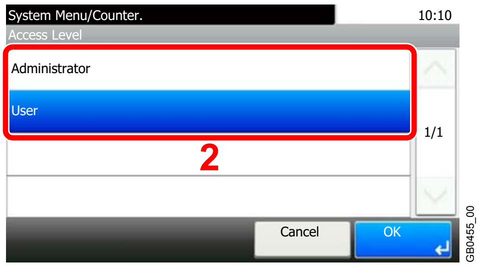
[Group Name]


System Menu/Counter.
Add - Confirmation
Group ID: 1234567890
Group Name: Group 01
Access Level: Administrator
Printer: Off
10:10
1
1/3
Cancel
< Back
Save
GB0460_00

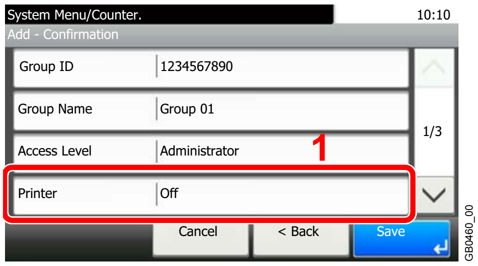

Group Name
Group01
Input:7
Limit:128
2
ABC
a/A
Del
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_63

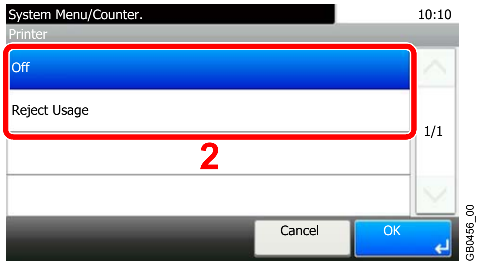
[Access Level]

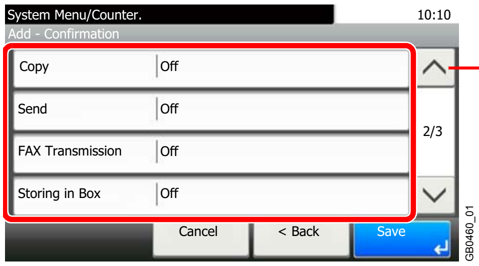

System Menu/Counter.
Add - Confirmation
Group ID: 1234567890
Group Name: Group 01
Access Level: Administrator
Printer: Off
10:10
1
1/3
Cancel
< Back
Save
GB0460_00


System Menu/Counter.
Access Level
Administrator
User
10:10
2
1/1
Cancel
OK
GB0455_00

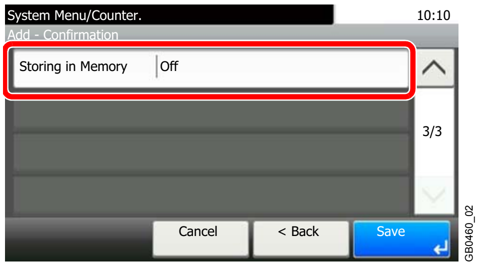
[Printer], [Copy], [Send], [FAX Transmission], [Storing in Box], [Storing in Memory]


System Menu/Counter. 10:10
Add - Confirmation
Group ID: 1234567890
Group Name: Group 01
Access Level: Administrator
Printer: Off
1
1/3
Cancel
< Back
Save
GB0460_00


System Menu/Counter. 10:10
Printer
Off
Reject Usage
2
1/1
Cancel
OK
GB0456_00

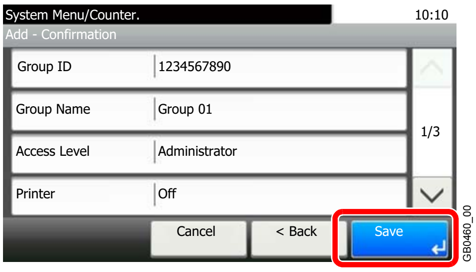

System Menu/Counter. 10:10
Add - Confirmation
Copy: Off
Send: Off
FAX Transmission: Off
Storing in Box: Off
2/3
Cancel
< Back
Save
GB0460_01

Use [﹀] or [︿] to scroll up and down.


System Menu/Counter. 10:10
Add - Confirmation
Storing in Memory: Off
3/3
Cancel
< Back
Save
GB0460_02

Change the restrictions as needed.

4 Register the group.


System Menu/Counter. 10:10
Add - Confirmation
Group ID: 1234567890
Group Name: Group 01
Access Level: Administrator
Printer: Off
1/3
Cancel
< Back
Save
GB0460_00

Obtain Network User Property

Set the required information to obtain the network user property from the LDAP server.

> **NOTE**
> To obtain the network user property from the LDAP server, [Network Authentication] must be selected for the authentication method and [NTLM] or [Kerberos] must be selected as the server type in *Enabling/Disabling User Login Administration on page 9-27*.

Server Name*	Enter the LDAP server name or the IP address (up to 64 characters).
Port	Set the LDAP port number or use the default port 389.
Name 1**	Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).
Name 2***	
E-mail Address****	Enter the LDAP Attribute to obtain the e-mail address from the LDAP server (up to 128 characters).
Search Timeout	Set the amount of time to wait before time-out in seconds (from 5 to 255 seconds).

* If using Active Directory of Windows, the server name may be same as the server name entered in the network authentication.

** If using Active Directory of Windows, **displayName** of Attribute may be used as *Name 1*.

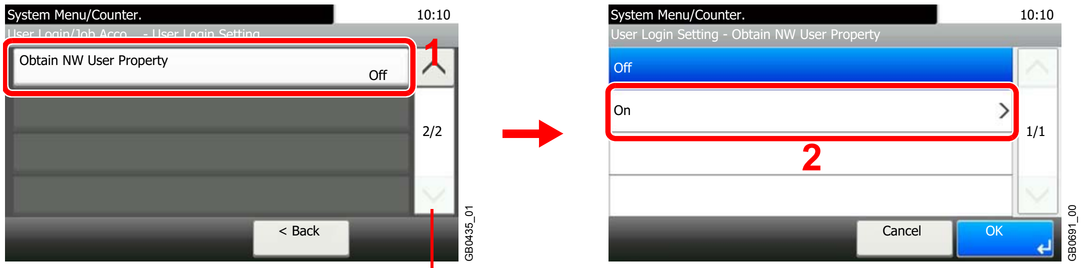
*** Name 2 can be left out. When you assign **displayName** in *Name 1* and **department** in *Name 2*, and if the value of **displayName** is "Mike Smith" and the value of **department** is "Sales" in Active Directory of Windows, the user name appears as *Mike Smith Sales*.

**** If using Active Directory of Windows, **mail** of Attribute may be used as E-mail Address.

1 Display the screen.

1 Referring to *User Login Settings on page 9-26*, display the screen.

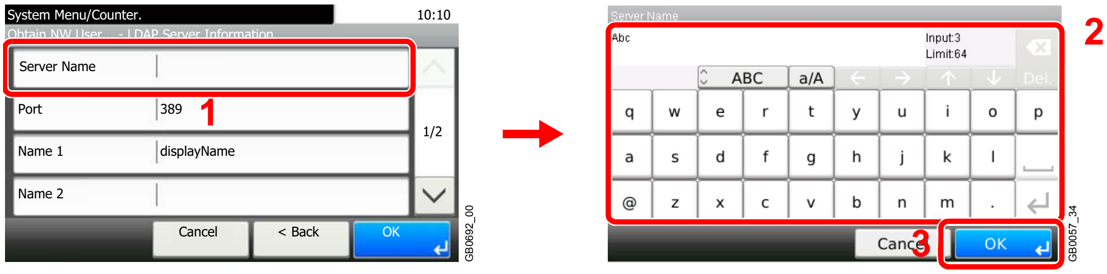
2


System Menu/Counter.
10:10
User Login/Job Acco... - User Login Setting
Obtain NW User Property
Off
1
2/2
< Back
GB0435_01
System Menu/Counter.
10:10
User Login Setting - Obtain NW User Property
Off
On
2
1/1
Cancel
OK
GB0691_00

Use [∨] or [∧] to scroll up and down.

2 Configure the function.

[Server Name]


System Menu/Counter.
10:10
Obtain NW User... - LDAP Server Information
Server Name
1
1/2
Name 2
Cancel
< Back
OK
GB0692_00
Server Name
Abc
Input:3
Limit:64
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
2
Cancel
3
OK
GB0057_34

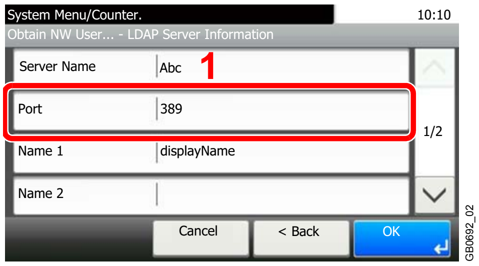
Port 389

Name 1 displayName

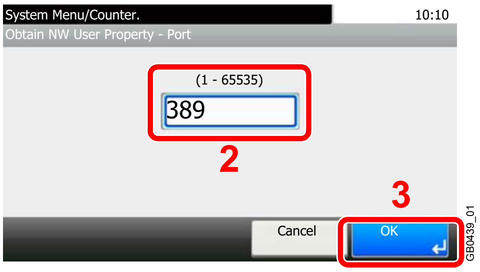
Up to 64 characters can be entered.

Refer to *Character Entry Method on page 11-7* for details on entering characters.

[Port]

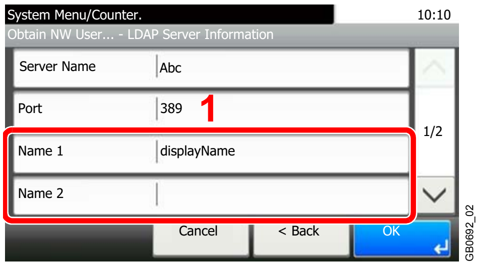

System Menu/Counter.
10:10
Obtain NW User... - LDAP Server Information
1
1/2
Cancel
< Back
OK
GB0692_02

Server Name Abc
Port 389
Name 1 displayName
Name 2

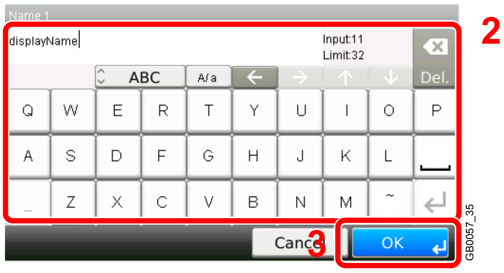

System Menu/Counter.
10:10
Obtain NW User Property - Port
2
3
Cancel
OK
GB0439_01

(1 - 65535)
389

[Name 1] and [Name 2]


System Menu/Counter.
10:10
Obtain NW User... - LDAP Server Information
1
1/2
Cancel
< Back
OK
GB0692_02

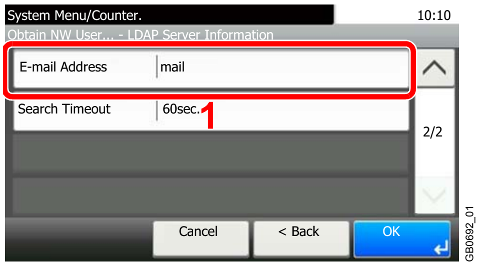
Server Name Abc
Port 389
Name 1 displayName
Name 2


Name 1
2
ABC
A/a
Del.
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
3
Cancel
OK
GB0057_35

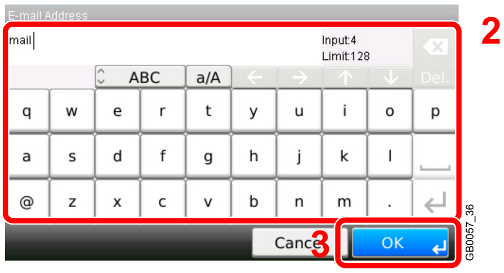
displayName
Input:11
Limit:32

Up to 32 characters can be entered.

[E-mail Address]


System Menu/Counter.
10:10
Obtain NW User... - LDAP Server Information
1
2/2
Cancel
< Back
OK
GB0692_01

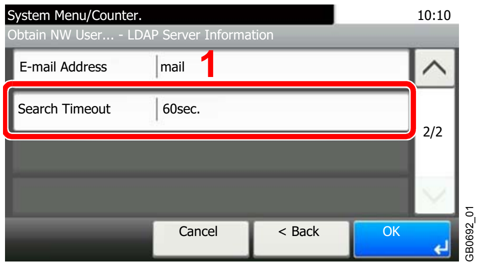
E-mail Address mail
Search Timeout 60sec.


E-mail Address
2
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
3
Cancel
OK
GB0057_36

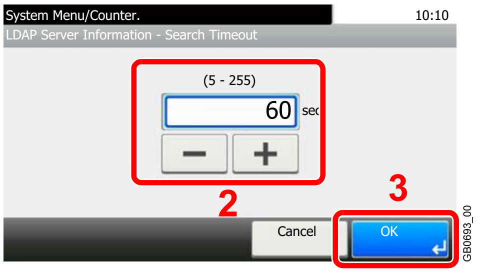
mail
Input:4
Limit:128

Up to 128 characters can be entered.

[Search Timeout]


System Menu/Counter.
10:10
Obtain NW User... - LDAP Server Information
1
2/2
Cancel
< Back
OK
GB0692_01

E-mail Address mail
Search Timeout 60sec.


System Menu/Counter.
10:10
LDAP Server Information - Search Timeout
2
3
Cancel
OK
GB0693_00

(5 - 255)
60 sec

3 Press [OK].

Job Accounting

Job accounting Manages the copy/print count accumulated by individual accounts by assigning an ID to each account.

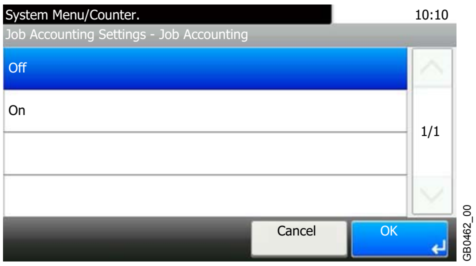
Job accounting helps the following activities in business organizations.

- Manageability of up to 100 individual accounts.
- Availability for account IDs with as many as eight digits (between 0 and 99999999) for security.
- Integrated management of printing and scanning statistics through the use of an identical account ID.
- Tracking the print volume for each account and for all accounts combined.
- Restricting the print counter in one-page increments up to 9,999,999 copies.
- Resetting the print counter for each account or for all accounts combined.

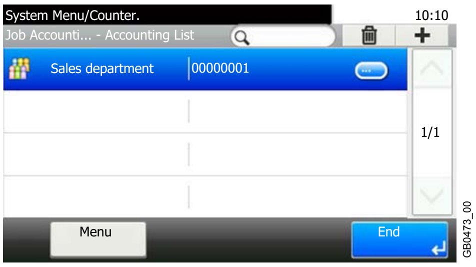
First Job Accounting Setup

Follow these steps for the first job accounting setup. For details about the configuration method, refer to *Job Accounting Settings on page 9-52*.

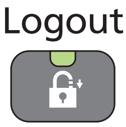
1 **Enable job accounting.**


System Menu/Counter.
10:10
Job Accounting Settings - Job Accounting
Off
On
1/1
Cancel
OK
GB0462_00

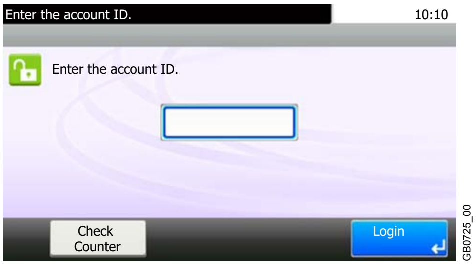
2 **Add an account.**


System Menu/Counter.
10:10
Job Accounti... - Accounting List
Sales department
00000001
1/1
Menu
End
GB0473_00

3 **Log out.**



4 Other users login for operations.

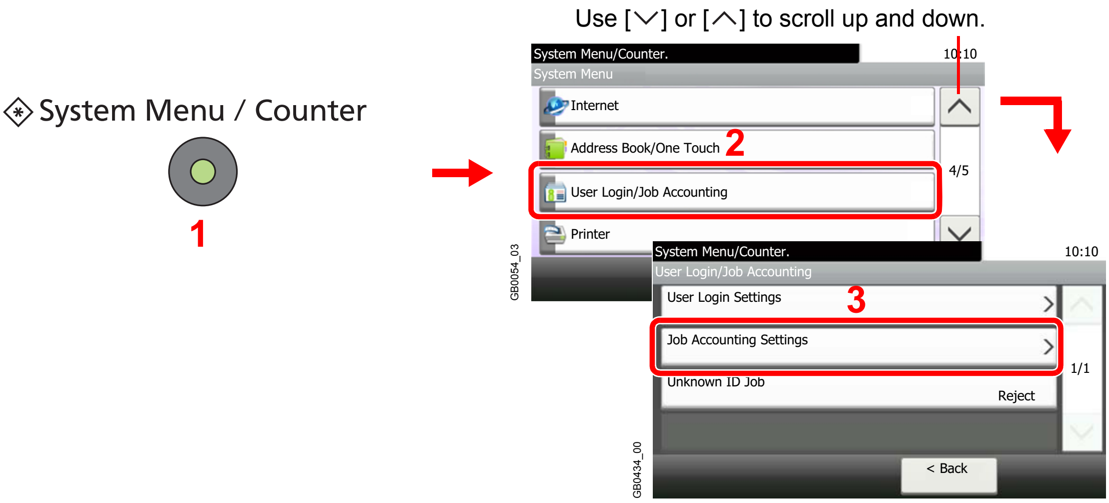


Enter the account ID.

10:10
Check Counter
Login
GB0725_00

Job Accounting Settings

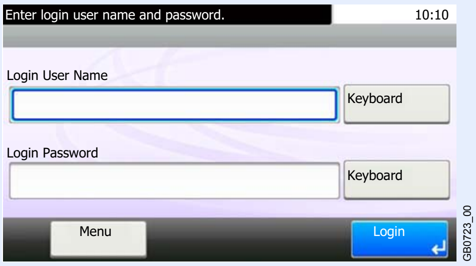
1 Display the screen.


Use [∨] or [∧] to scroll up and down.

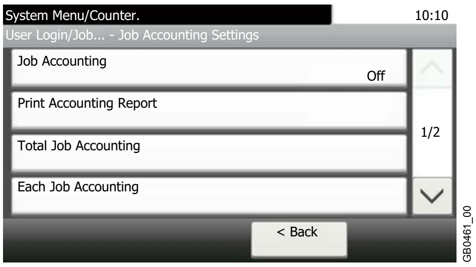
System Menu / Counter
1
System Menu/Counter.
10:10
System Menu
Internet
Address Book/One Touch
2
User Login/Job Accounting
4/5
Printer
GB0054_03
System Menu/Counter.
10:10
User Login/Job Accounting
User Login Settings
3
Job Accounting Settings
1/1
Unknown ID Job
Reject
< Back
GB0434_00

NOTE

You can only change the settings by logging in with administrator privileges. Refer to *Adding a User on page 9-29* for the default login user name and password.


Enter login user name and password.
10:10
Login User Name
Keyboard
Login Password
Keyboard
Menu
Login
GB0723_00

2 Configure the function.


System Menu/Counter.
10:10
User Login/Job... - Job Accounting Settings
Job Accounting
Off
Print Accounting Report
1/2
Total Job Accounting
Each Job Accounting
< Back
GB0461_00

Enabling/Disabling Job Accounting ▶ page 9-53
Login/Logout ▶ page 9-54
Adding an Account ▶ page 9-55
Editing and Deleting Accounts ▶ page 9-57
Restricting the Use of the Machine ▶ page 9-59
Counting the Number of Pages Printed ▶ page 9-61
Printing an Accounting Report ▶ page 9-63
Job Accounting Default Setting ▶ page 9-64
Unknown Login User Name Job ▶ page 9-65

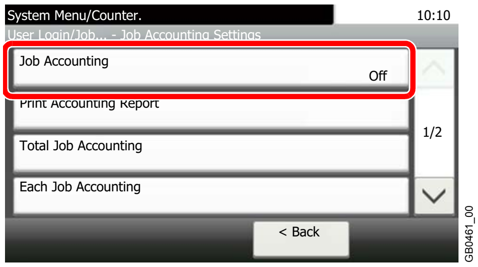
Enabling/Disabling Job Accounting

Enable job accounting.

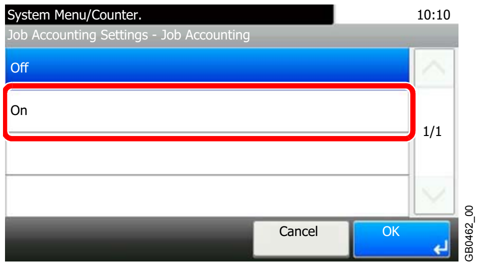
1 Display the screen.

1 Referring to *Job Accounting Settings on page 9-52*, display the screen.

2


System Menu/Counter.
10:10
User Login/Job... - Job Accounting Settings
Job Accounting
Off
Print Accounting Report
Total Job Accounting
Each Job Accounting
1/2
< Back
GB0461_00

2 Enable job accounting.


System Menu/Counter.
10:10
Job Accounting Settings - Job Accounting
Off
On
1/1
Cancel
OK
GB0462_00

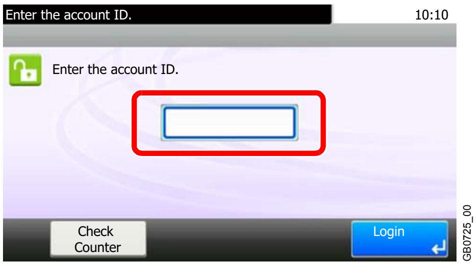
NOTE
When the display returns to the System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

Login

1 Enter the account ID.



Enter the account ID. 10:10

Enter the account ID.

If this screen is displayed during operations, enter the account ID.

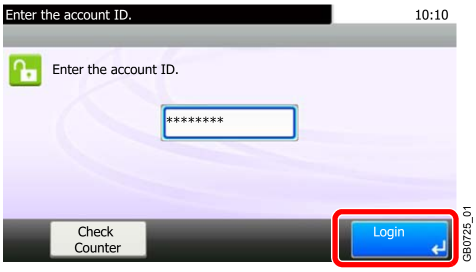
NOTE

If you entered a wrong character, press the **Clear** key and enter the account ID again.

If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.

By pressing [Check Counter], you can refer to the number of pages printed and the number of pages scanned.

2 Log in.



Enter the account ID. 10:10

Enter the account ID.

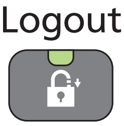
****

When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. Enter a login user name and password to login. (Refer to *Login/Logout on page 3-17*.) If the user has already registered the account information, the account ID entry would be skipped. (Refer to *Adding a User on page 9-29*.)

Logout

When the operations are complete, press the **Logout** key to return to the account ID entry screen.



Adding an Account

This section explains how to add a new account. The following entries are required.

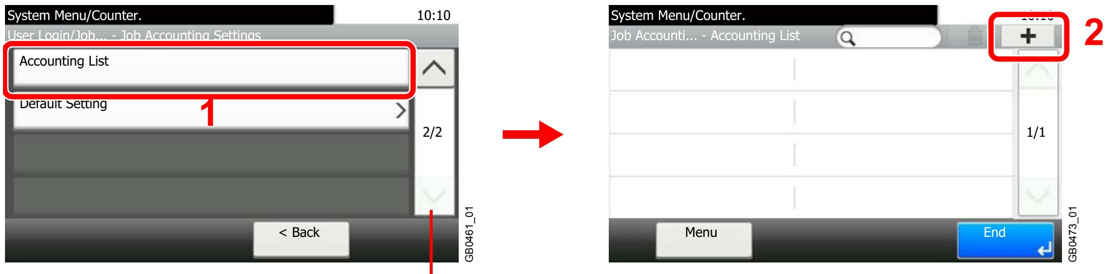
Account Name	Enter the account name (up to 32 characters).
Account ID	Enter the account ID as many as eight digits (between 0 and 99999999).
Restriction	This Prohibits printing/scanning or restricts the number of sheets to load. Refer to *Restricting the Use of the Machine on page 9-59*.

NOTE
Any account ID that has already registered cannot be used. Enter any other account ID.

1 Display the screen.

1 Referring to *Job Accounting Settings on page 9-52*, display the screen.

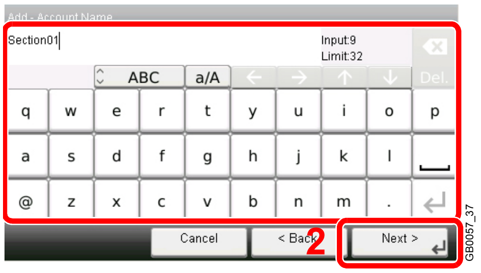
2


System Menu/Counter.
10:10
User Login/Job... - Job Accounting Settings
Accounting List
Default Setting
1
2/2
< Back
GB0461_01
System Menu/Counter.
Job Accounti... - Accounting List
+
2
1/1
Menu
End
GB0473_01

Use [∨] or [∧] to scroll up and down.

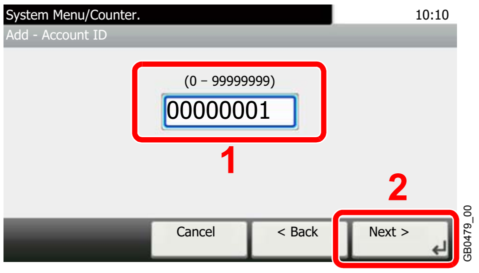
2 Enter the account information.

[Account Name]


Add - Account Name
Input:9
Limit:32
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
< Back
Next >
1
2
GB0057_37

Section01

[Account ID]

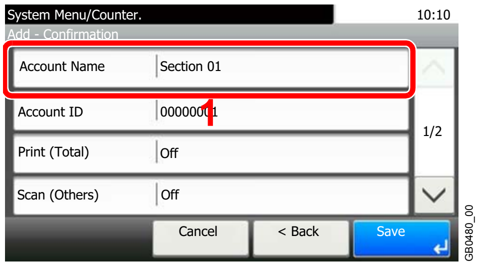

System Menu/Counter.
10:10
Add - Account ID
(0 – 99999999)
Cancel
< Back
Next >
1
2
GB0479_00

00000001

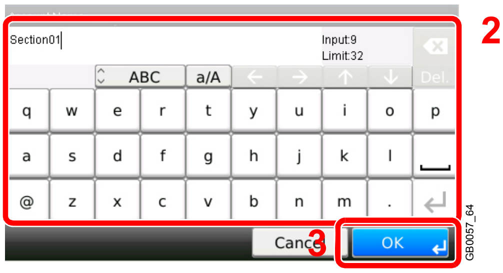
3 Check the settings.

Check the settings and change or add information as needed.

[Account Name]

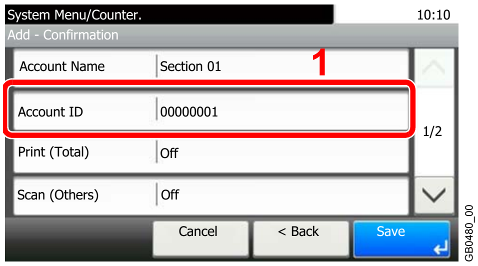

System Menu/Counter. 10:10
Add - Confirmation

Account Name: Section 01
Account ID: 00000001
Print (Total): Off
Scan (Others): Off
1
1/2
Cancel
< Back
Save
GB0480_00

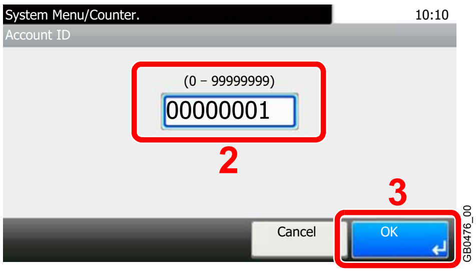

Section01
Input:9
Limit:32
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
OK
2
3
GB0057_64

Refer to *Character Entry Method on page 11-7* for details on entering characters.

[Account ID]

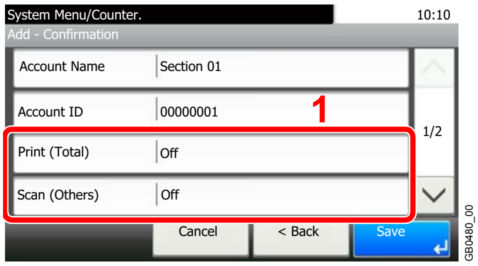

System Menu/Counter. 10:10
Add - Confirmation

Account Name: Section 01
Account ID: 00000001
Print (Total): Off
Scan (Others): Off
1
1/2
Cancel
< Back
Save
GB0480_00

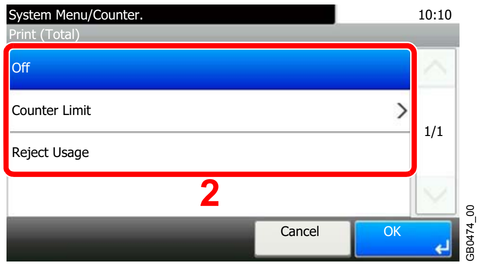

System Menu/Counter. 10:10
Account ID

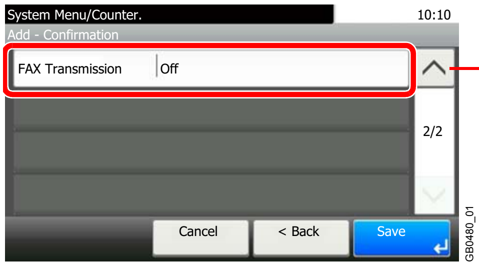
(0 – 99999999)
00000001
2
3
Cancel
OK
GB0476_00

Restrictions


System Menu/Counter. 10:10
Add - Confirmation

Account Name: Section 01
Account ID: 00000001
Print (Total): Off
Scan (Others): Off
1
1/2
Cancel
< Back
Save
GB0480_00


System Menu/Counter. 10:10
Print (Total)
Off
Counter Limit
Reject Usage
1/1
2
Cancel
OK
GB0474_00

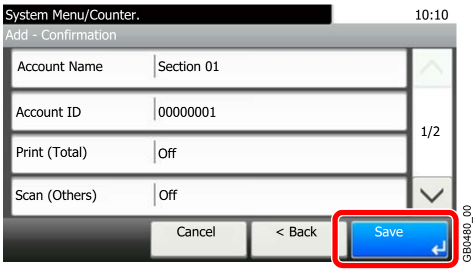

System Menu/Counter. 10:10
Add - Confirmation

FAX Transmission: Off
2/2
Cancel
< Back
Save
GB0480_01

Use [∨] or [∧] to scroll up and down.

For details, refer to *Restricting the Use of the Machine on page 9-59*.

4 Register the account.


System Menu/Counter. 10:10
Add - Confirmation

Account Name: Section 01
Account ID: 00000001
Print (Total): Off
Scan (Others): Off
1/2
Cancel
< Back
Save
GB0480_00

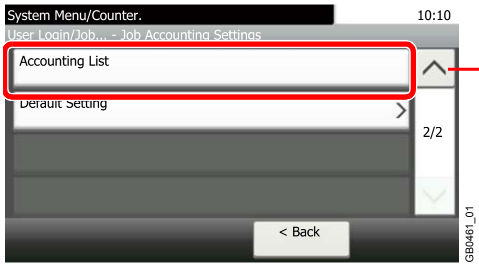
Editing and Deleting Accounts

This changes the registered account information or deletes the account.

1 Display the screen.

1 Referring to *Job Accounting Settings on page 9-52*, display the screen.

2

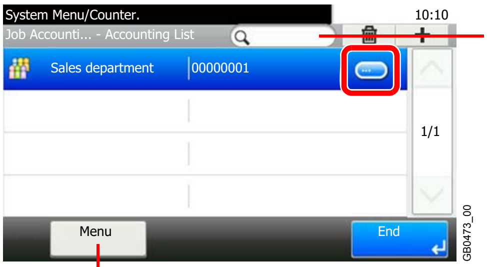

System Menu/Counter.
10:10
User Login/Job... - Job Accounting Settings
Accounting List
Default Setting
2/2
< Back
GB0461_01

Use [∨] or [∧] to scroll up and down.

2 Edit or delete an account.

To edit an account

1 Press […] for the account name you wish to edit.


System Menu/Counter.
10:10
Job Accounti... - Accounting List
Menu
End
1/1
GB0473_00

Sales department 00000001

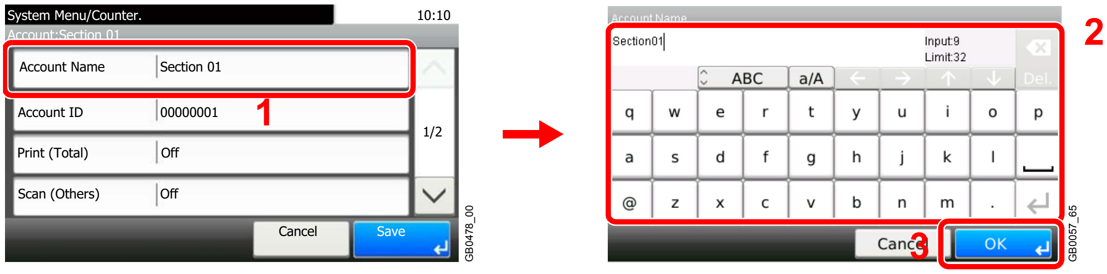
Searches by account name.

Allows you to search for an account name and sorts results.

You can specify an account name by account ID by pressing the **Quick No. Search** key.

2 Edit the account.

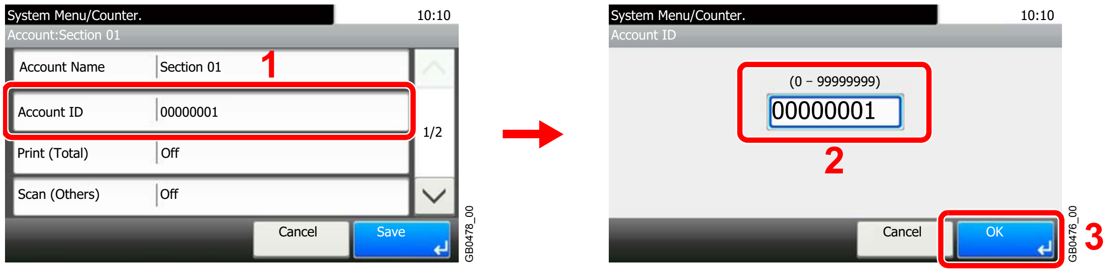
[Account Name]


System Menu/Counter.
10:10
Account:Section 01
1
1/2
Cancel
Save
GB0478_00
Account Name
2
Input:9
Limit:32
ABC
a/A
Del.
q w e r t y u i o p
a s d f g h j k l
@ z x c v b n m .
Cancel
3
OK
GB0057_65

Account Name: Section 01
Account ID: 00000001
Print (Total): Off
Scan (Others): Off

Section01

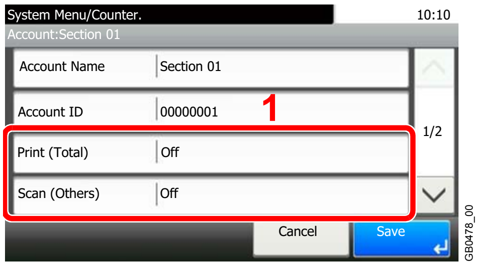
[Account ID]

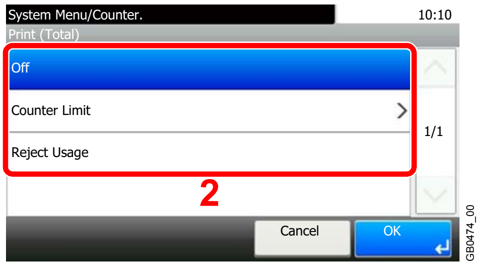

System Menu/Counter.
10:10
Account:Section 01
1
1/2
Cancel
Save
GB0478_00
System Menu/Counter.
10:10
Account ID
2
Cancel
OK
3
GB0476_00

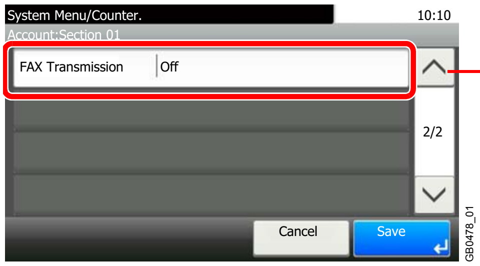
Account Name: Section 01
Account ID: 00000001
Print (Total): Off
Scan (Others): Off

(0 – 99999999)
00000001

Restriction


System Menu/Counter. 10:10
Account:Section 01
Account Name Section 01
Account ID 00000001
Print (Total) Off
Scan (Others) Off
1
1/2
Cancel
Save
GB0478_00

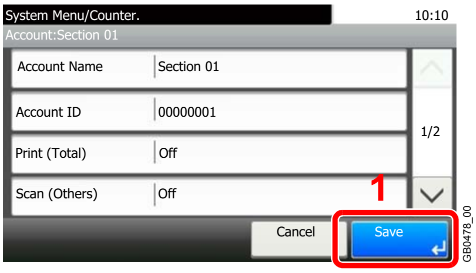

System Menu/Counter. 10:10
Print (Total)
Off
Counter Limit
Reject Usage
2
1/1
Cancel
OK
GB0474_00

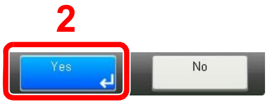

System Menu/Counter. 10:10
Account:Section 01
FAX Transmission Off
2/2
Cancel
Save
GB0478_01

Use [∨] or [∧] to scroll up and down.

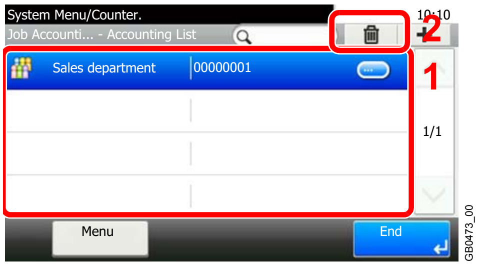
For details, refer to *Restricting the Use of the Machine on page 9-59*.

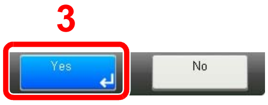
3 Register the account.


System Menu/Counter. 10:10
Account:Section 01
Account Name Section 01
Account ID 00000001
Print (Total) Off
Scan (Others) Off
1
1/2
Cancel
Save
GB0478_00



To delete


System Menu/Counter. 10:10
Job Accounti... - Accounting List
Sales department 00000001
2
1
1/1
Menu
End
GB0473_00



Select the account name you wish to delete and press [(Delete)] (the trash can icon).

Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of pages available.
Set when *Adding an Account* (see page *9-55*) or *Editing and Deleting Accounts* (see page *9-57*).
The items that can be restricted differ depending on whether [Individual] or [Total] is selected for *Copier/Printer Count on page 9-64*.

Restriction Items

[Individual] selected for Copier/Printer Count

Copy (Total)	Limits the total number of pages used for copying.
Printer (Total)	Limits the total number of pages used for printing.
Scan (Others)	Limits the number of pages scanned (excludes copying).
FAX Transmission*	Limits the number of pages sent by fax.

* FAX functions are available only on products with the fax function installed.

[Total] selected for Copier/Printer Count

Print (Total)	Limits the total number of pages used for copying and printing.
Scan (Others)	Limits the number of pages scanned (excludes copying).
FAX Transmission*	Limits the number of pages sent by fax.

* FAX functions are available only on products with the fax function installed.

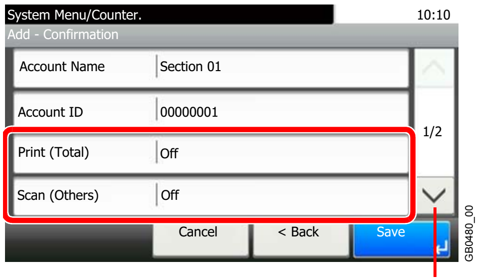
Applying Restriction

Off	No restriction given.
Counter Limit	Restricts the print counter in one-page increments up to 9,999,999 pages.
Reject Usage	Restriction is applied.

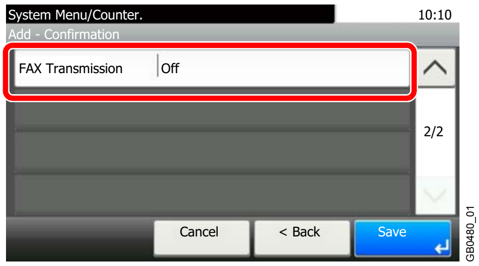
For details on the machine behaves when the counter has reached the limit of restriction, refer to *Apply Limit on page 9-64*.

1 Select the item to limit.

[Total] selected for Copier/Printer Count


System Menu/Counter.
10:10
Add - Confirmation
1/2
Cancel
< Back
Save
GB0480_00

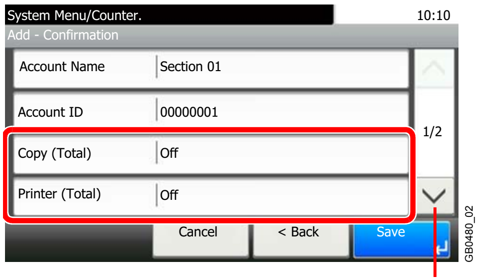
Account Name: Section 01
Account ID: 00000001
Print (Total): Off
Scan (Others): Off


System Menu/Counter.
10:10
Add - Confirmation
2/2
Cancel
< Back
Save
GB0480_01

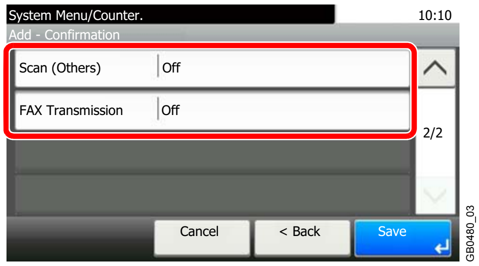
FAX Transmission: Off

Use [∨] or [∧] to scroll up and down.

[Individual] selected for Copier/Printer Count


System Menu/Counter.
10:10
Add - Confirmation
1/2
Cancel
< Back
Save
GB0480_02

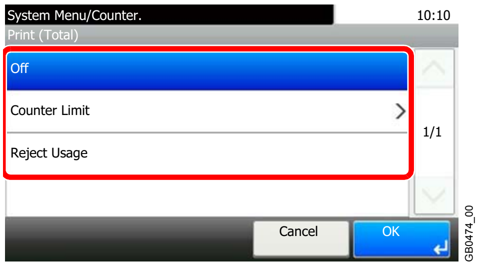
Account Name: Section 01
Account ID: 00000001
Copy (Total): Off
Printer (Total): Off


System Menu/Counter.
10:10
Add - Confirmation
2/2
Cancel
< Back
Save
GB0480_03

Scan (Others): Off
FAX Transmission: Off

Use [∨] or [∧] to scroll up and down.

2 Select a restriction method.


System Menu/Counter.
10:10
Print (Total)
Off
Counter Limit
Reject Usage
1/1
Cancel
OK
GB0474_00

If [Counter Limit] is selected, press [+], [-] or numeric keys to select the number of pages, and press [OK].

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.
Types of the counts are as follows.

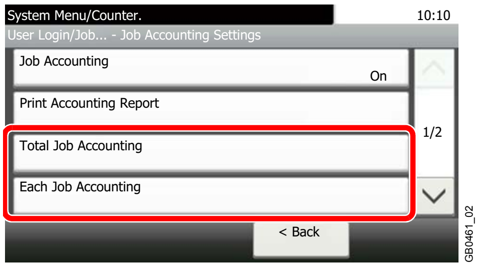
Printed Pages	Displays the number of pages copied and printed, and the total number of pages used. You can also use [by Paper Size], [by Duplex] and [by Combine] to check the number of pages used. • You can use [by Duplex] to check the number of pages used in Duplex (1-sided) mode, Duplex (2-sided) mode and the total for both. • You can use [by Combine] to check the number of pages used in Combine (None) mode, Combine (2 in 1) mode, Combine (4 in 1) mode and the total for all three.
Scanned Pages	Displays the number of pages scanned for copying, faxing* and other functions, as well as the total number of pages scanned.
FAX Transmission Pages*	Displays the number of pages faxed.
FAX Transmission Time*	Displays the total duration of fax transmissions.

* FAX functions are available only on products with the fax function installed.

1 Display the screen.

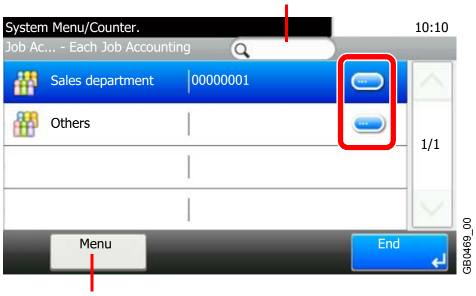
1 Referring to *Job Accounting Settings on page 9-52*, display the screen.

2


System Menu/Counter.
10:10
User Login/Job... - Job Accounting Settings
Job Accounting
On
Print Accounting Report
Total Job Accounting
Each Job Accounting
1/2
< Back
GB0461_02

To count the number of pages for all account, select [Total Job Accounting]. To count the number of pages by account, select [Each Job Accounting].

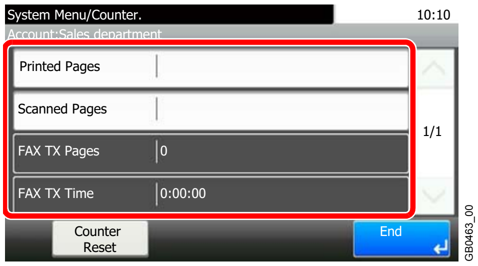
Searches by account name.


System Menu/Counter.
10:10
Job Ac... - Each Job Accounting
Sales department
00000001
Others
1/1
Menu
End
GB0469_00

Allows you to search for an account name and sorts results.

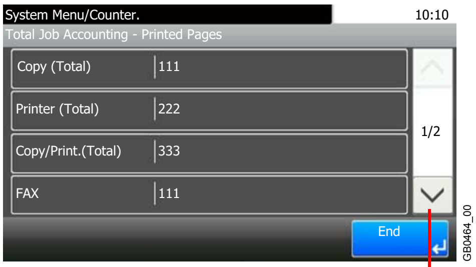
To count the number of pages by account name, press […] for the account name whose usage you wish to view.

2 View the number of pages.


System Menu/Counter. 10:10
Account:Sales department

Printed Pages	
Scanned Pages	
FAX TX Pages	0
FAX TX Time	0:00:00

1/1
Counter Reset
End
GB0463_00

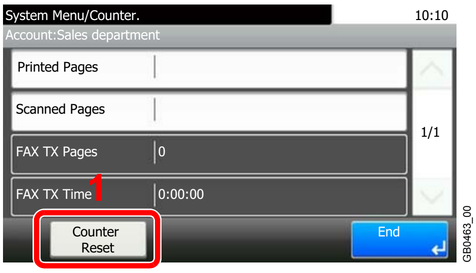

System Menu/Counter. 10:10
Total Job Accounting - Printed Pages

Copy (Total)	111
Printer (Total)	222
Copy/Print.(Total)	333
FAX	111

1/2
End
GB0464_00

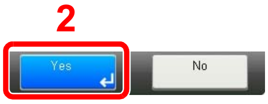
Use [∨] or [∧] to scroll up and down.

To reset the counter


System Menu/Counter. 10:10
Account:Sales department

Printed Pages	
Scanned Pages	
FAX TX Pages	0
FAX TX Time	0:00:00

1/1
1
Counter Reset
End
GB0463_00



Printing an Accounting Report

Total pages counted at all relevant accounts can be printed as an accounting report.
Reports have different formats depending on how the count of copiers and printers is administered.

Copier/Printer Count	Format	
When [Total] is selected for Copier/ Printer Count	Print (Total)	Total number of pages used for copying and printing
When [Individual] is selected for Copier/ Printer Count	Copy	Total number of pages used for copying
	Print	Total number of pages used for printing
Shared statistics	Scan	Total number of pages scanned
		Total number of pages scanned for copying
		Total number of pages faxed
		Total number of other pages scanned
	Fax	Total number of pages received
		Total number of pages sent
		Total duration of fax transmissions
	Other	Total number of duplex pages printed
		Total number of 1-sided pages printed
		Total number of combine (2 in 1) pages
		Total number of combine (4 in 1) pages
		Total number of non-combine pages printed

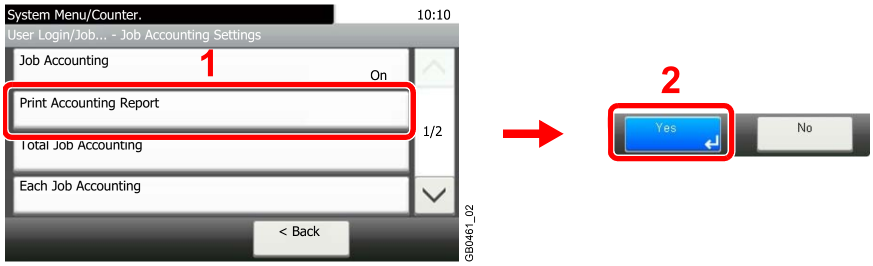
1 Prepare paper.

Check that Letter or A4 paper is loaded in the cassette.

2 Display the screen.

Referring to *Job Accounting Settings on page 9-52*, display the screen.

3 Print reports.


System Menu/Counter.
10:10
User Login/Job... - Job Accounting Settings
Job Accounting
On
1
Print Accounting Report
Total Job Accounting
Each Job Accounting
1/2
< Back
GB0461_02
2
Yes
No

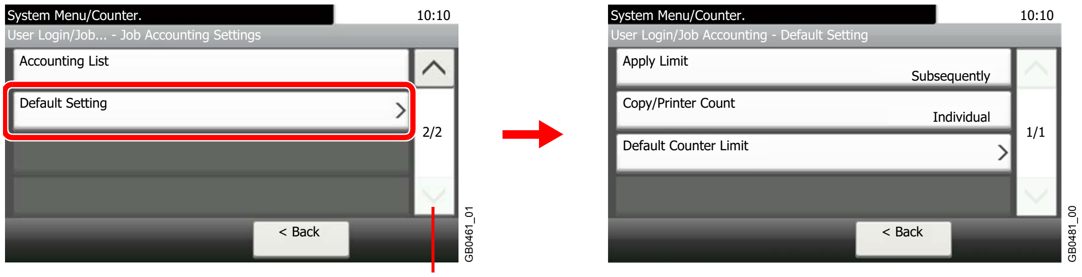
Job Accounting Default Setting

Sets default settings related to job accounting.

Display the screen.

1 Referring to *Job Accounting Settings on page 9-52*, display the screen.

2


System Menu/Counter.
10:10
User Login/Job... - Job Accounting Settings
Accounting List
Default Setting
2/2
< Back
GB0461_01
System Menu/Counter.
10:10
User Login/Job Accounting - Default Setting
Default Counter Limit
1/1
< Back
GB0481_00

Apply Limit Subsequently

Copy/Printer Count Individual

Use [∨] or [∧] to scroll up and down.

Setting Items

Item	Description
Apply Limit	This specifies how the machine behaves when the counter has reached the limit of restriction. Value Immediately*: Job stops when the counter reaches its limit. Subsequently: Printing/scanning of the job continues but the subsequent job will be rejected. Alert Only: Job continues while displaying an alert message.
Copier/Printer Count	You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually. The selection may influence restriction on the count and count method. Refer to *Restricting the Use of the Machine on page 9-59*, *Counting the Number of Pages Printed on page 9-61* and *Printing an Accounting Report on page 9-63* for details. Value: Total, Individual
Default Counter Limit	When you add a new account, you can change the default restrictions on the number of pages used. Refer to *Restricting the Use of the Machine on page 9-59*. Value: 1 to 9,999,999 in 1-sheet increments

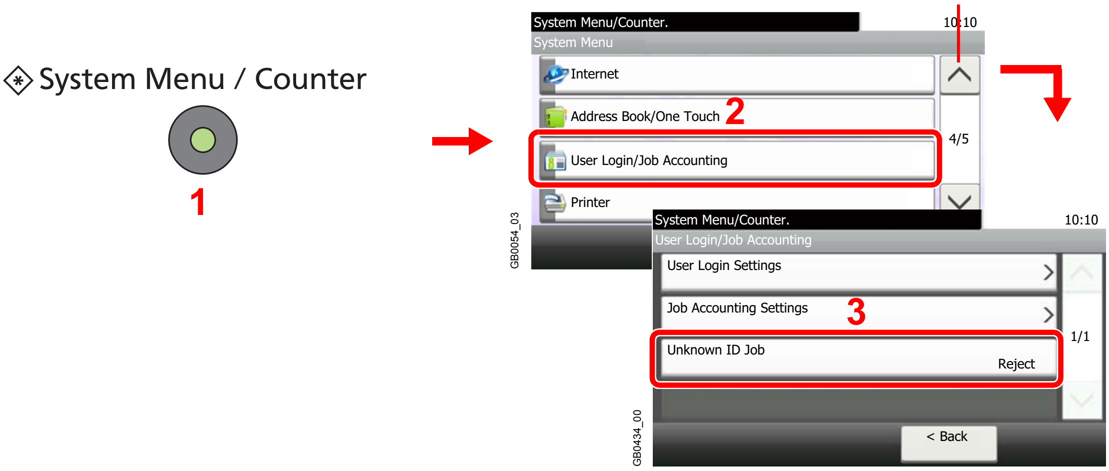
* The next job will be prohibited in sending or in storing in the box.

Unknown Login User Name Job

This specifies the behavior for handling the jobs sent with unknown login user names or User ID (i.e. unsent IDs). If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.

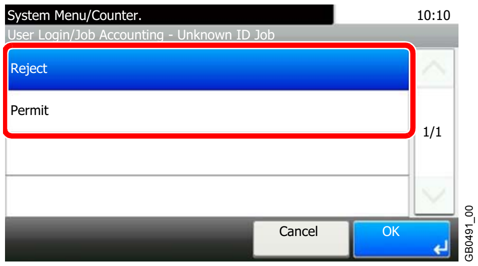
1 Display the screen.

Use [∨] or [∧] to scroll up and down.


System Menu / Counter
1
System Menu/Counter.
10:10
System Menu
Internet
Address Book/One Touch
2
User Login/Job Accounting
4/5
Printer
GB0054_03
System Menu/Counter.
10:10
User Login/Job Accounting
User Login Settings
Job Accounting Settings
3
1/1
< Back
GB0434_00

Unknown ID Job
Reject

2 Select the function.


System Menu/Counter.
10:10
User Login/Job Accounting - Unknown ID Job
1/1
Cancel
OK
GB0491_00

Reject

Permit

10 Troubleshooting

This chapter explains the following topics:

Toner Container Replacement 10-2
Waste Toner Box Replacement 10-4
Replacing the Maintenance Kit (MK-370) 10-6
Cleaning 10-7
    Glass Platen 10-7
    Document Processor 10-7
    Machine 10-8
Solving Malfunctions 10-10
Responding to Error Messages 10-13
Clearing Paper Jams 10-22
    Paper Jam Location 10-22
    Multi Purpose Tray 10-23
    Cassette 10-23
    Duplexer 10-24
    Inside the Machine 10-25
    Rear Unit 10-26
    Document Processor 10-26

Toner Container Replacement

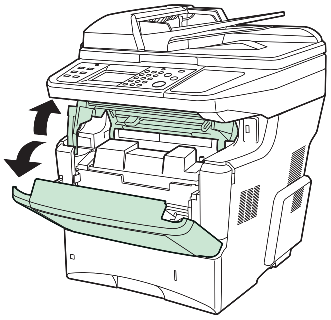
When the touch panel displays *Toner is empty.*, replace the toner.

CAUTION

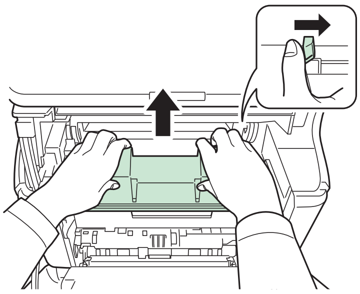
Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

1 Remove the old toner container.

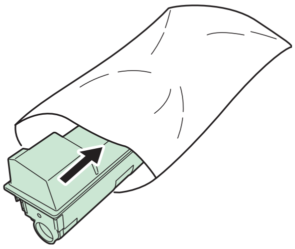
1



2

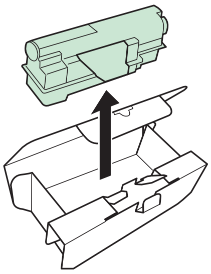


3

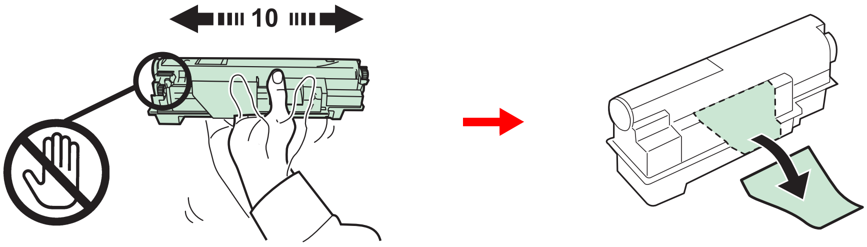


2 Prepare the new toner container.

1

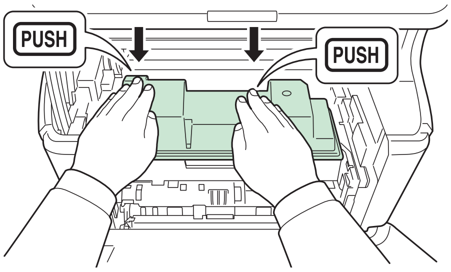


2

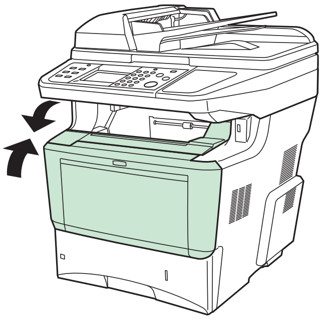


3 Install the new toner container.

1



2



NOTE

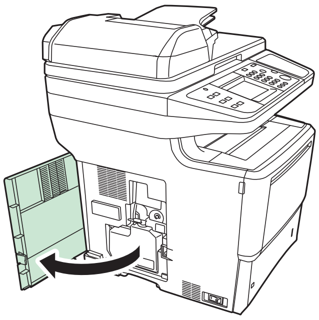
Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations

Waste Toner Box Replacement

When the touch panel displays *Check waste toner box.*, replace the waste toner box.

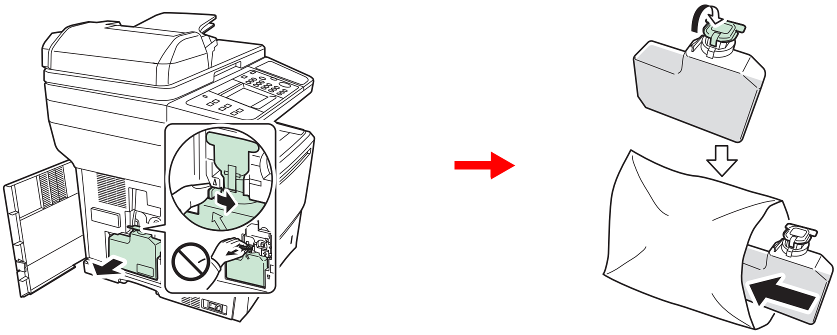
1 Remove the old waste toner box.

1



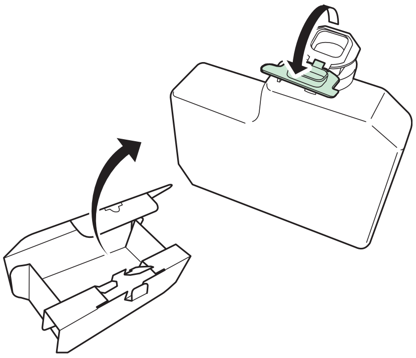
✓ **IMPORTANT**
Remove the waste toner box as gently as possible so as not to scatter the toner inside. Do not let the opening of the waste toner box face downward.

2

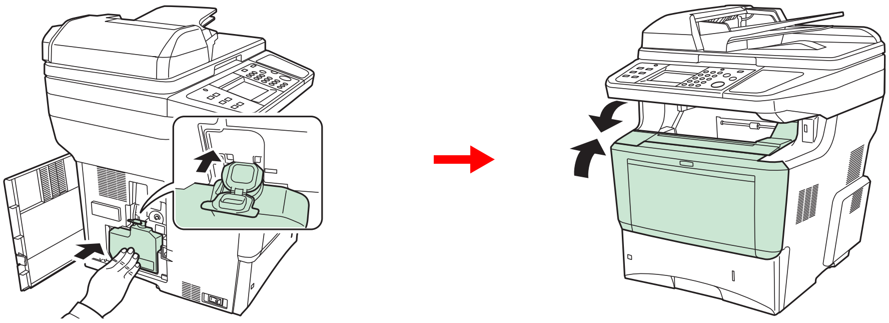


2 Install the new waste toner box.

1



2



After replacing the toner containers and the waste toner box, clean the internal parts. For instructions, refer to *Cleaning on page 10-7*.

NOTE

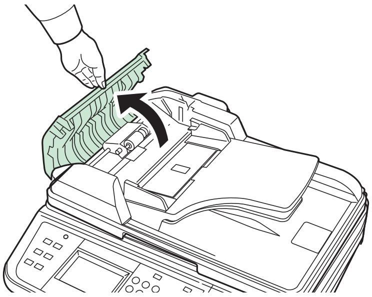
Return the exhausted waste toner box to your dealer or service representative. The collected waste toner box will be recycled or disposed in accordance with the relevant regulations.

Replacing the Maintenance Kit (MK-370)

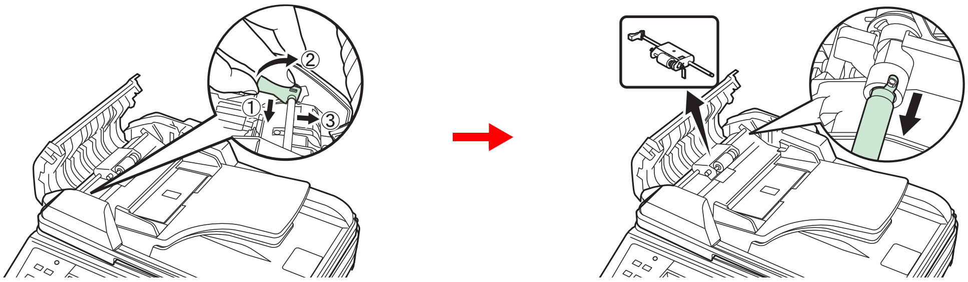
When the print position shifts out of place or originals are not feeded, components must be replaced. Contact your Service Representative and purchase the maintenance kit. Follow the procedure below to replace the maintenance kit.

1 Remove the paper feed roller.

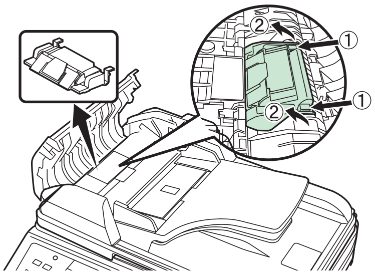
1



2

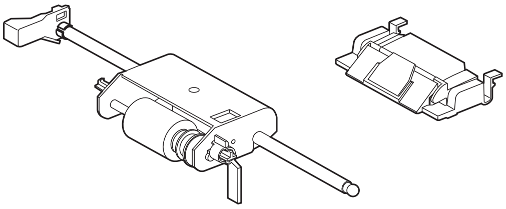


2 Remove the separation pad.



While pressing down on the hooks (x2) shown in the diagram, lift up and remove the separation pad.

3 Install a new paper feed roller and separation pad.



Remove the new separation pad and paper feed roller from the maintenance kit and follow the removal procedures in reverse to install.

Cleaning

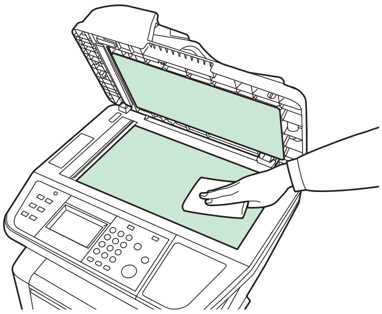
Clean the machine regularly to ensure optimum output quality.

CAUTION

For safety, always unplug the power cord before cleaning the machine.

Glass Platen

Wipe the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.



NOTE

Do not use organic solvents or other strong chemicals.

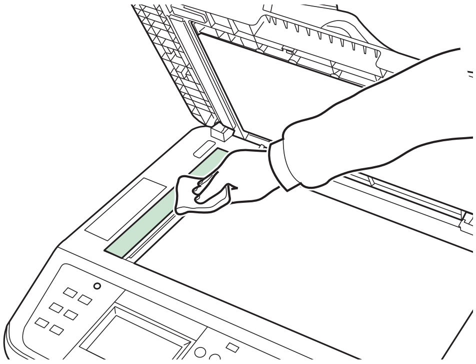
Document Processor

If black streaks or dirt appears in copies when using the document processor, clean the slit glass with the supplied cleaning cloth.

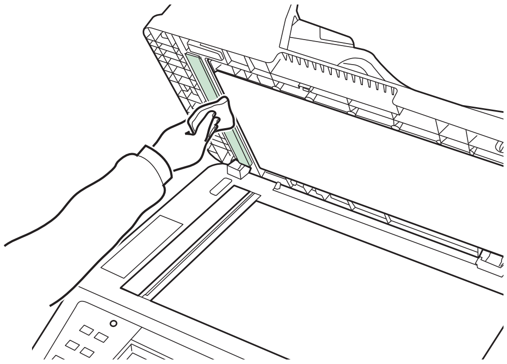
NOTE

Wipe the slit glasses with the dry accessory cloth. Do not use water, soap or solvents for cleaning.

1 **Wipe the slit glass.**



2 Wipe the white guide.

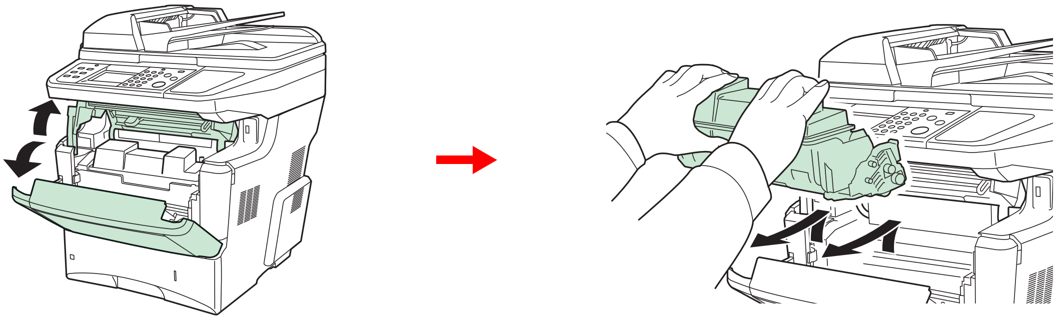


Machine

To avoid print quality problems, the interior of the machine must be cleaned with every toner container and waste toner box replacement.

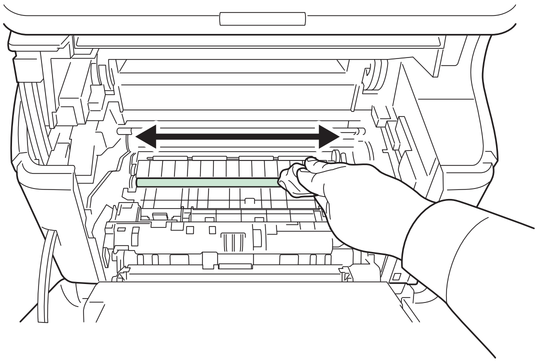
1 Wipe the registration roller.

1



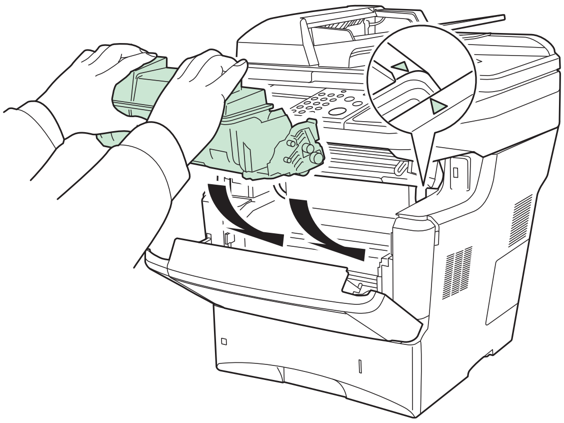
Lift the developer unit together with the toner container out of the machine.

2



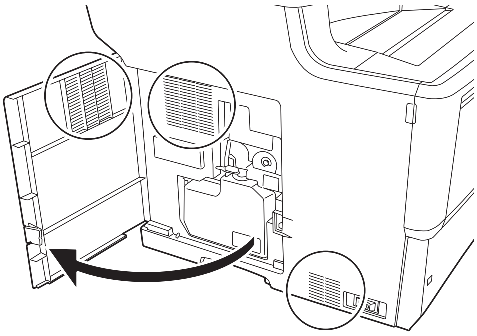
Use a lint free cloth to clean dust and dirt away from the registration roller (metal).

3



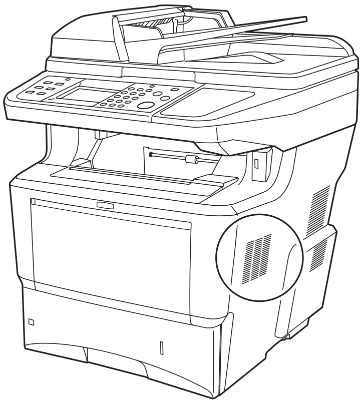
2 Wipe the vents.

1



Use a lint free cloth to clean dust and dirt away from the vents.

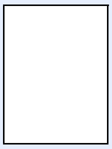
2

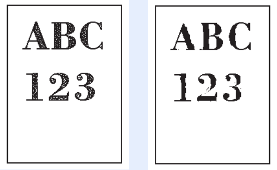
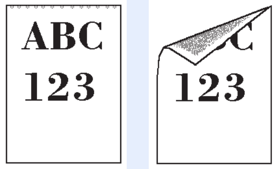
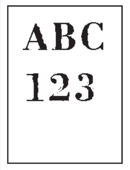
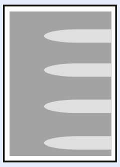


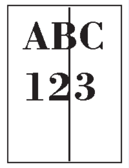
Use a lint free cloth to clean dust and dirt away from the vent on the right side of the machine.

Solving Malfunctions

The table below provides general guidelines for problem solving.
If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

Symptom	Checkpoints	Corrective Actions	Reference Page
An application does not start.	Is the Auto Panel Reset time short?	Set the Auto Panel Reset time to 30 seconds or more.	*9-22*
The touch panel does not respond when the main power switch is turned on.	Is the machine plugged in?	Plug the power cord into an AC outlet.	*2-10*
Pressing the **Start** key does not produce copies.	Is there a message on the touch panel?	Determine the appropriate response to the message and respond accordingly.	*10-13*
	Is the machine in Sleep mode?	Press the Power key to recover the machine from Sleep mode. The machine will be ready to copy within 15 seconds.	*2-19*
Cannot print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	*2-10*
	Is the machine powered on?	Turn on the main power switch.	*2-11*
	Are the printer cable and network cable connected?	Connect the correct printer cable and network cable securely.	*2-9*
	Was the machine powered on before the printer cable was connected?	Power on the machine after connecting the printer cable.	*2-9*
	Is the print job paused?	Resume printing.	*8-3*
Blank sheets are ejected. 	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	*3-12*
		When placing originals in the document processor, place them face-up.	*3-14*
	—	Check that the application software is correctly operated.	—
Paper often jams.	Is the paper loaded correctly?	Load the paper correctly.	*3-2*
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	*3-2*
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	*3-2*
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	*10-22*
Printouts are wrinkled or curled.	Is the paper damp?	Replace the paper with new paper.	*3-2*
Documents are printed improperly.	Are the application software settings at the PC set properly?	Check that the printer driver and application software settings are set properly.	—
Cannot print with USB memory. USB memory not recognized.	Is the USB host blocked?	Select [Unblock] in the USB host settings.	*9-21*
	—	Check that the USB memory is securely plugged into the machine.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
Printouts are too light. 	Is the paper damp?	Replace the paper with new paper.	*3-2*
	Have you changed the density?	Select appropriate density level.	*3-45*, *9-23*
	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side about several times.	*10-2*
	Is there a message indicating the addition of toner?	Replace the toner container.	*10-2*
	Is EcoPrint mode enabled?	Disable EcoPrint mode.	*4-13*
	—	Run [Drum Refresh].	*9-24*
	—	Make sure the media type setting is correct the paper being used.	*9-7*
Printouts are too dark.	Have you adjusted the density?	Select appropriate density level.	*3-45*, *9-23*
		Run [Drum Refresh].	*9-24*
The background density is obtrusive.	—	Carry out [Background Density Adjustment].	*3-49*
Dirt on the print side of the paper.	Is the platen or the document processor dirty?	Clean the platen or the document processor.	*10-7*
Dirt on the top edge or back of the paper. 	Is the interior of the machine dirty?	Clean the interior of the machine.	*10-8*
Printouts are fuzzy. 	Is the machine being used in very humid conditions?	Use in an environment that has suitable humidity.	*1-3*
	—	Run [Drum Refresh].	*9-24*
Part of the image is periodically faint or shows white lines. 	Have the developer unit been loaded properly?	Load the developer unit properly.	—
	—	Open and then close the rear cover.	—
	—	Run [Drum Refresh].	*9-24*
Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).	Is the original a printed photograph?	Set the image quality to [Photo].	*3-47*
Printouts are not clear.	Did you choose appropriate image quality for the original?	Select appropriate image quality.	*3-47*

Symptom	Checkpoints	Corrective Actions	Reference Page
Printouts have black lines.  	Is the slit glass dirty?	Clean the slit glass.	*10-7*
Images are skewed.	Are the originals placed correctly?	When placing originals on the platen, align them with the original size indicator plates.	*3-12*
		When placing originals in the document processor, align the original width guides securely before placing the originals.	*3-13*
	Is the paper loaded correctly?	Check the position of the paper width guides.	*3-2*
When displaying an image sent from the machine on the PC, an image size is shrunk vertically or horizontally.	Have you selected 200 × 100dpi Normal or 200 × 400dpi Super for the scan resolution?	Select a scan resolution other than 200 × 100dpi Normal or 200 × 400dpi Super when sending an image.	*3-46*
Cannot send via SMB.	Is the network cable connected?	Connect the correct network cable securely.	*2-9*
	Have the network settings for the equipment been configured properly?	Configure the TCP/IP settings properly.	*9-17*
	Have the folder sharing settings been configured properly?	Check sharing settings and access privileges under the folder properties.	*6-7*
	Has the SMB protocol been set to [On]?	Set the SMB protocol setting to [On].	*2-21*
	Has the [Host Name] been entered properly?*	Check the name of the computer to which data is being sent.	*6-5*
	Has the [Path] been entered properly?	Check the share name for the shared folder.	*6-10*
	Has the [Login User Name] been entered properly?*,**	Check the domain name and login user name.	*6-19*
	Has the same domain name been used for the [Host Name] and [Login User Name]?	Delete the domain name and backslash ("\") from the [Login User Name].	*6-19*
	Has the [Login Password] been entered properly?	Check the login password.	*6-19*
	Have exceptions for Windows Firewall been configured properly?	Configure exceptions for Windows Firewall properly.	*6-11*, *6-14*
	Do the time settings for the equipment, domain server, and data destination computer differ?	Set the equipment, domain server, and data destination computer to the same time.	—
	Is the touch panel displaying *Send error.*?	Refer to *Responding to Send Error*.	*10-19*

* You can also enter a full computer name as the host name (for example, pc001.abcdnet.com).

** You can also enter login user names in the following formats:
Domain_name/user_name (for example, abcdnet/james.smith)
User_name@domain_name (for example, james.smith@abcdnet)

Responding to Error Messages

If the touch panel displays any of these messages, follow the corresponding procedure.

A

Error Message	Checkpoints	Corrective Actions	Reference Page
Activation error.	—	Failed to activate the application. Contact administrator.	—
	—	Expansion Authentication is disabled. Turn the main power switch off and on. If the error exists, contact administrator.	—
Add the following paper in cassette #.	Does the selected paper size matchs the paper size loaded in the specified paper source?	Press [Continue] to continue printing. Press [Cancel] to cancel the job.	—
	Is the indicated cassette out of paper?	Load paper. Press [Paper Selection] to select the other paper source. Press [Continue] to print on the paper in the currently selected paper source.	*3-3*
Add the following paper in multi purpose tray.	Does the selected paper size matches the paper size loaded in the specified paper source?	Press [Continue] to continue printing. Press [Cancel] to cancel the job.	—
	Is the paper of the selected size loaded in the multi purpose tray?	Load paper. Press [Paper Selection] to select the other paper source. Press [Continue] to print on the paper in the currently selected paper source.	*3-7*

B

Error Message	Checkpoints	Corrective Actions	Reference Page
*Box limit exceeded.**	—	Document box is full, and no further storage is available; Job is canceled. Press [End]. Try to perform the job again after printing or deleting data from the Document box.	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

C

Error Message	Checkpoints	Corrective Actions	Reference Page
*Cannot connect to Authentication Server.**	—	Set machine time to match the server's time.	*9-22*
	—	Check the domain name.	*9-25*
	—	Check the host name.	*9-25*
	—	Check the connection status with the server.	—

Error Message	Checkpoints	Corrective Actions	Reference Page
*Cannot duplex print on the following paper.**	Did you select a paper size/type that cannot be duplex printed?	Press [Paper Selection] to select the available paper. Press [Continue] to print without using Duplex function.	*4-7*
*Cannot print the specified number of copies.**	–	Only one copy is available due to processing too many jobs in parallel. Press [Continue] to continue printing. Press [Cancel] to cancel the job.	—
*Cannot process this job.**	—	This job is canceled because it is restricted by User Authorization or Job Accounting. Press [End].	—
Cassette is not installed.	—	Cannot feed paper. Set the cassette indicated on the touch panel.	—
Check the envelope switch.	Does the position of the left envelope switch match the right envelope switch?	Match the position of the left and right envelope switches.	*3-9*
	Does the envelope switch setting match the paper type?	Match the paper type and the envelope switch position.	*3-9*
Check waste toner box.	Is the waste toner box full?	Replace the waste toner box.	*10-4*
	—	The waste toner box is not installed correctly. Set it correctly.	*10-4*

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

E

Error Message	Checkpoints	Corrective Actions	Reference Page
Error occurred at cassette #.	—	Remove the indicated cassette. Press [Next >] to follow the instructions.	—

F

Error Message	Checkpoints	Corrective Actions	Reference Page
*Failed to specify Job Accounting.**	—	Failed to specify Job Accounting when processing the job externally. The job is canceled. Press [End].	—
Failed to store job retention data.	—	The job is canceled. Press [End].	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

I

Error Message	Checkpoints	Corrective Actions	Reference Page
*Incorrect account ID.**	—	The account ID was incorrect when processing the job externally. The job is canceled. Press [End].	—
*Incorrect Login User Name or Password.**	—	The login user name or password was incorrect when processing the job externally. The job is canceled. Press [End].	—
Inner tray is full of paper.	—	Remove paper from the inner tray and press [Continue].	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

J

Error Message	Checkpoints	Corrective Actions	Reference Page
*Job Accounting restriction exceeded.**	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Press [End].	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

K

Error Message	Checkpoints	Corrective Actions	Reference Page
*KPDL error.**	—	PostScript error has occurred. The job is canceled. Press [End].	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

L

Error Message	Checkpoints	Corrective Actions	Reference Page
Left cover is open.	Is the left cover open?	Close the left cover.	—

M

Error Message	Checkpoints	Corrective Actions	Reference Page
Machine failure.	—	Internal error has occurred. Make a note of the error code displayed on the touch panel, and contact your Service Representative.	—
Maximum number of scanned pages.	Is the acceptable scanning count exceeded?	Only one copy of the scanned pages is available. Press [Continue] to print, send or store the scanned pages. Press [Cancel] to cancel printing, sending or storing.	—
*Memory is full.**	—	Unable to continue the job as the memory is used up. Press [Continue] to print the scanned pages. The print job cannot be processed completely. Press [Cancel] to cancel the job.	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

P

Error Message	Checkpoints	Corrective Actions	Reference Page
Paper jam.	—	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instruction to remove the jammed paper.	*10-22*
Print overrun.	—	Warning. Low printer memory. The job was paused. Re-starting the job. Press [Continue].	—

R

Error Message	Checkpoints	Corrective Actions	Reference Page
*RAM disk error.**	—	An error has occurred on the RAM disk. Job is canceled. Press [End]. The possible error codes and their descriptions are as follows. 01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, divide the file into smaller files. 04: Insufficient space on the RAM disk. Increase the RAM disk size by changing [RAM Disk Setting] in the system menu. **NOTE**: The range of RAM disk size can be increased by selecting [Printer Priority] in Optional Memory.	*9-22*
*Removable memory error.**	Is writing to a removable memory prohibited?	An error occurred in the removable memory. The job stopped. Press [End]. Possible error codes are as follows: 01: Connect a removable memory that can be written to.	*7-2*
	—	An error occurred in the removable memory. The job stopped. Press [End]. Possible error codes are as follows: 01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, the removable memory is not compatible with the machine. Use the removable memory formatted by this machine. If the removable memory cannot be formatted, it is damaged. Connect a compatible removable memory.	*7-2*
*Removable Memory is full.**	—	Job is canceled. Press [End]. Insufficient free space in the removable memory. Delete unneeded files.	—
Remove originals in the document processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	—
Replace all originals and press [Continue].	—	Remove originals from the document processor, put them back in their original order, and place them again. Press [Continue] to resume printing. Press [Cancel] to cancel the job.	—
Replace MK.	—	Replacement of the parts in the maintenance kit is necessary at every 300,000 pages of printing and requires professional servicing. Contact your Service Representative.	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

S

Error Message	Checkpoints	Corrective Actions	Reference Page
*Scanner memory is full.**	—	Scanning cannot be performed due to insufficient memory of scanner. Only one copy of the scanned pages is available. Press [Continue] to print, send or store the scanned pages. Press [Cancel] to cancel the printing job.	—
*Send error.**	—	An error has occurred during transmission. Refer to *Responding to Send Error* for the error code and corrective actions.	*10-19*
System error.	—	System error has occurred. Follow the instructions on the touch panel.	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

T

Error Message	Checkpoints	Corrective Actions	Reference Page
The cover is open.	Is there any cover which is open?	Close the cover indicated on the touch panel.	—
The phone receiver is off the hook.	—	Put down the receiver.	—
This memory is not formatted.	Is the removable memory formatted by this machine?	Perform [Format] on this machine.	—
Toner is empty.	—	Replace the toner container.	*10-2*
Toner is running out.	—	It is almost time to replace the toner container. Obtain a new toner container.	—

U

Error Message	Checkpoints	Corrective Actions	Reference Page
Unknown Toner Installed.	Is the installed toner container our own brand?	We will not be liable for any damage caused by the use of third party supplies in this machine.	—
Unknown Toner Installed. PC	Does the installed toner container's regional specification match the machine's?	Install the specified container.	—

W

Error Message	Checkpoints	Corrective Actions	Reference Page
Warning low memory.	—	Job cannot be started. Try again later.	—

Responding to Send Error

Code	Error	Corrective Actions	Reference Page
1101	*Failed to send the e-mail.*	Check the host name of the SMTP server on the COMMAND CENTER.	*2-22*
	Failed to send via FTP.	Check the host name of FTP.	*6-20*
	Failed to send via SMB.	Check the host name of SMB.	*6-19*
1102	*Failed to send via SMB.*	Check the SMB settings. • Login user name and login password **NOTE**: If the sender is a domain user, specify the domain name. • Host name • Path	*6-20*
	Failed to send the e-mail.	Check the followings on the COMMAND CENTER. • SMTP login user name and login password • POP3 login user name and login password	*2-22*
	Failed to send via FTP.	Check the FTP settings. • Login user name and login password **NOTE**: If the sender is a domain user, specify the domain name. • Path • Folder share permissions of the recipient	*6-20*
1103	*Failed to send via SMB.*	Check the SMB settings. • Login user name and login password **NOTE**: If the sender is a domain user, specify the domain name. • Path • Folder share permissions of the recipient	*6-20*
	Failed to send via FTP.	Check the FTP settings. • Path • Folder share permissions of the recipient	*6-20*
1104	*Failed to send the e-mail.*	Check the e-mail address. **NOTE**: If the address is rejected by the domain, you cannot send the e-mail.	*6-18*
1105	*Failed to send via SMB.*	Select [On] of the SMB settings on the COMMAND CENTER.	*2-22*
	Failed to send the e-mail.	Select [On] of the SMTP settings on the COMMAND CENTER.	
	Failed to send via FTP.	Select [On] of the FTP settings on the COMMAND CENTER.	
1106	*Failed to send the e-mail.*	Check the sender address of SMTP on the COMMAND CENTER.	*2-22*
1131	*Failed to send via FTP.*	Select [On] of the secure protocol settings on the COMMAND CENTER.	*2-22*
1132	*Failed to send via FTP.*	Check the followings of the FTP server. • Is FTPS available? • Is the encryption available?	*2-22*

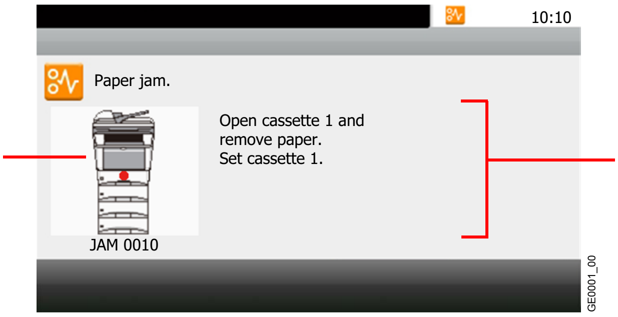
Code	Error	Corrective Actions	Reference Page
2101	*Failed to send via SMB.* *Failed to send via FTP.*	Check the network and SMB settings. Check the network and FTP settings. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • Host name and IP address • Port number	*2-22*
	Failed to send the e-mail.	Check the network and COMMAND CENTER. • The network cable is connected. • The hub is not operating properly. • POP3 server name of the POP3 user • SMTP server name	
2102 *2103*	*Failed to send via FTP.*	Check the followings of the FTP server. • Is FTP available? • The server is not operating properly.	—
	Failed to send the e-mail.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	
2201	*Failed to send the e-mail.* *Failed to send via FTP.* *Failed to send via SMB.*	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—
2202	*Failed to send the e-mail.* *Failed to send via FTP.*		
2203	*Failed to send via FTP.* *Failed to send via SMB.*		
2204	*Failed to send the e-mail.*	Check the e-mail size limit of the SMTP settings on the COMMAND CENTER.	*2-22*
2231	*Failed to send via FTP.*	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—
3101	*Failed to send the e-mail.*	Check the authentication methods of both the sender and the recipient.	—
	Failed to send via FTP.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	
3201	*Failed to send the e-mail.*	Check the SMTP user authentication method of the recipient.	—

Code	Error	Corrective Actions	Reference Page
0007 *4201* *4701* *5101* *5102* *5103* *5104* *7101* *7102* *7103* *720f*	—	Turn the main power switch off and back on. If this error occurs several times, make a note of the displayed error code and contact your service representative.	*2-11*

Clearing Paper Jams

If a paper jam occurs, the touch panel will display *Paper jam.* and the machine will stop. Refer to these procedures to remove the jammed paper.

How to read the screen


10:10

Paper jam.

Open cassette 1 and
remove paper.
Set cassette 1.

JAM 0010

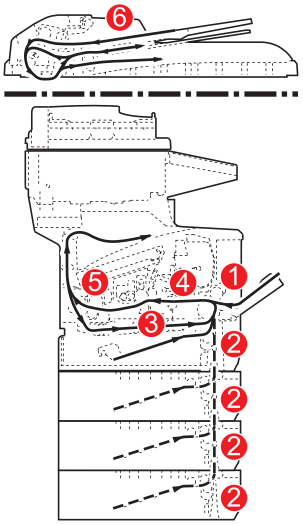
Displays the processing method.

Displays the current step.

[< Back]	Returns to the previous step.
[Next >]	Advances to the next step.
[Hold]	Puts the current step on hold, and switchs to the Status screen. The status of jobs can be checked. (Refer to *Checking Job Status on page 8-2*.)

Paper Jam Location

Detailed paper jam positions are as follows. Refer to the indicated page number to remove the paper jam.



Paper Jam Location	Description	Reference Page
1	Clear the paper jammed in the multi purpose tray.	*10-23*
2	Clear the paper jammed in cassette.	*10-23*
3	Clear the paper jammed in duplexer.	*10-24*
4	Clear the paper jammed inside the machine.	*10-25*
5	Clear the paper jammed in the rear unit.	*10-26*
6	Clear the paper jammed in the document processor.	*10-26*

Precautions with Paper Jams

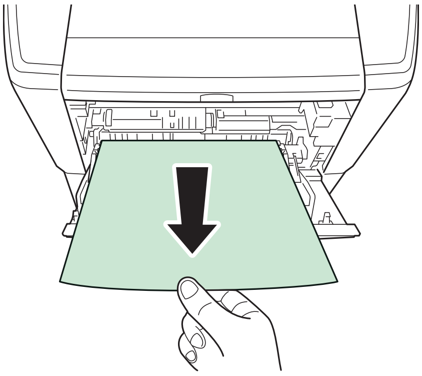
- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine.
- Scraps of paper left in the machine could cause subsequent jamming.

CAUTION

The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

Multi Purpose Tray

Follow the steps below to clear paper jams in the multi purpose tray.

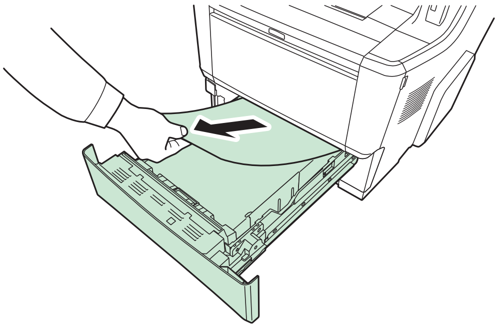


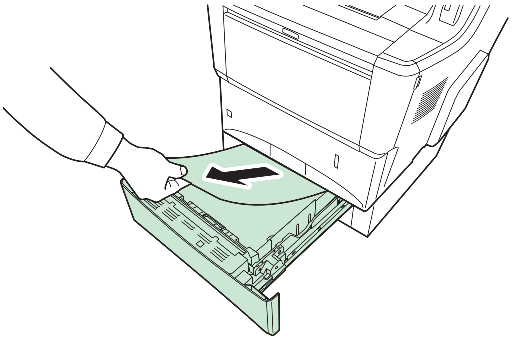
Open and close the top cover and front cover to clear the error.

NOTE
If the paper cannot be removed, do not try to forcefully remove it. Go to paper jam inside the machine on page *10-25*.

Cassette

Follow the steps below to clear paper jams in cassette.





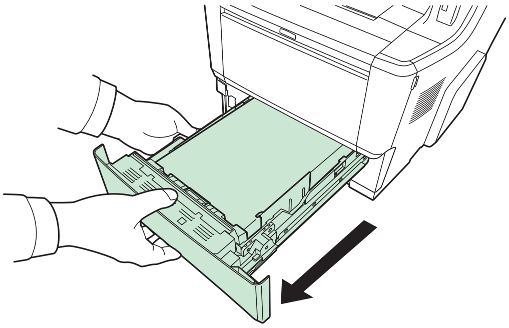
Check to see if paper is loaded correctly. If not, reload the paper.

NOTE
If the paper cannot be removed, do not try to forcefully remove it. Go to paper jam inside the machine on page *10-25*.

Duplexer

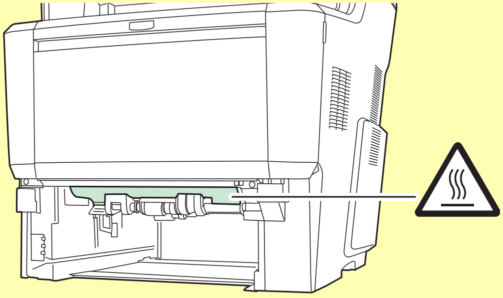
Follow the steps below to clear paper jams in the duplexer.

1

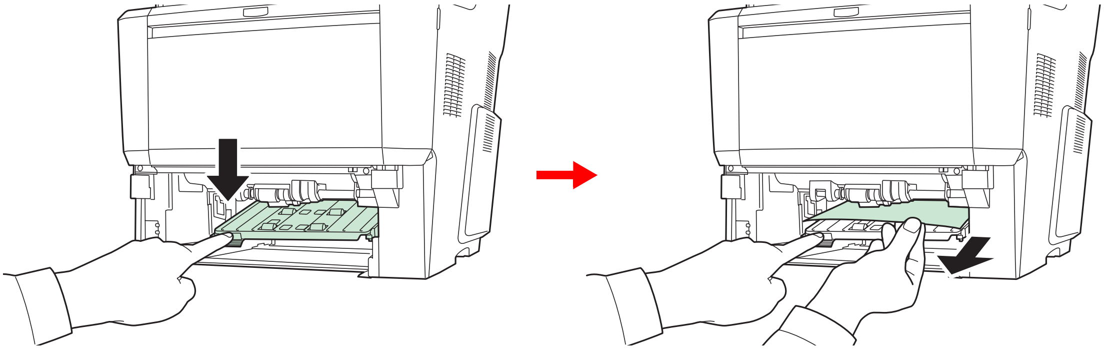


⚠ CAUTION

Do not touch parts in this area, because it may result in burn injury.



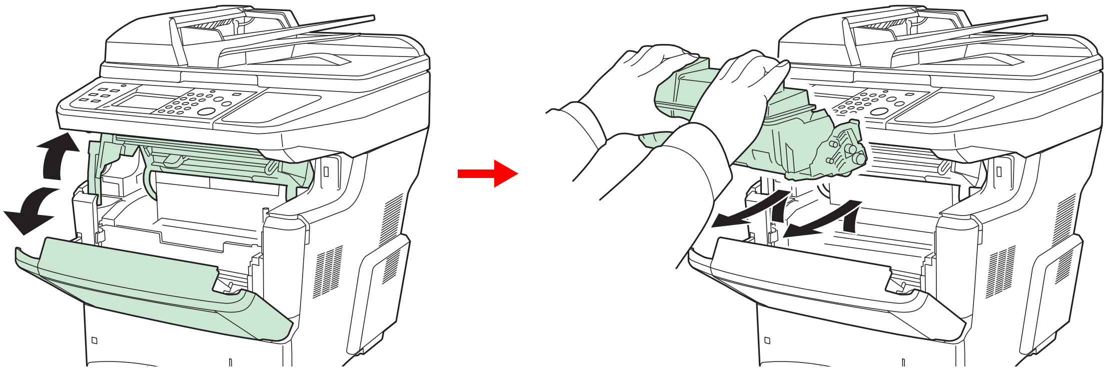
2



Inside the Machine

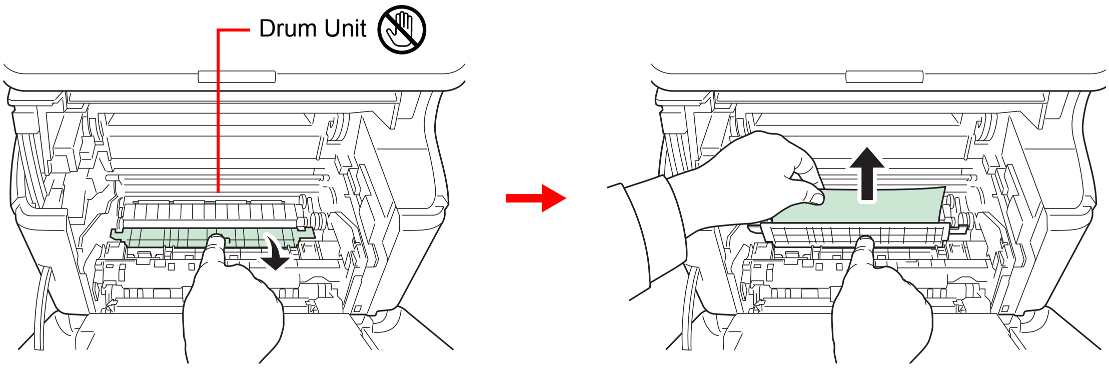
Follow the steps below to clear paper jams inside the machine.

1



Open the top cover and front cover, and lift the developer unit together with the toner container out of the machine.

2



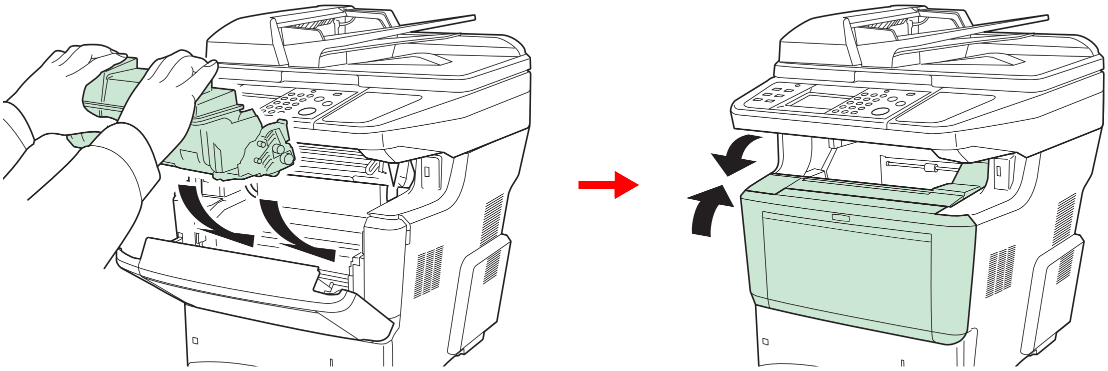
IMPORTANT

Be careful not to touch the drum as this may adversely affect print quality. If you cannot find a paper jam, try checking inside the rear of the machine.

NOTE

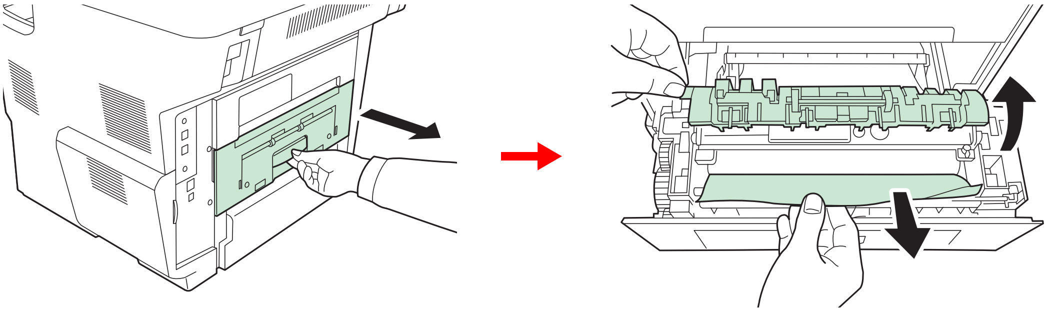
If the jammed paper appears to be pinched by rollers, pull it along the normal running direction of the paper.

3



Rear Unit

Follow the steps below to clear paper jams in the rear unit.



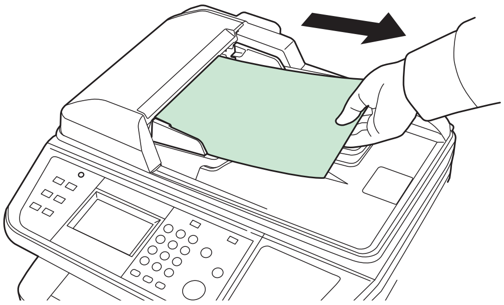
⚠ **CAUTION**

The fuser unit inside the machine is hot. Do not touch it with your hands as it may result in burn injury. Remove jammed paper carefully.

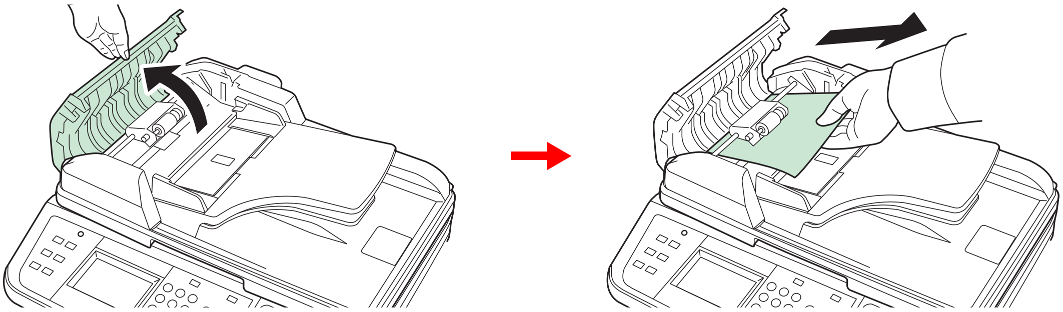
Document Processor

Follow the steps below to clear paper jams in the document processor.

1

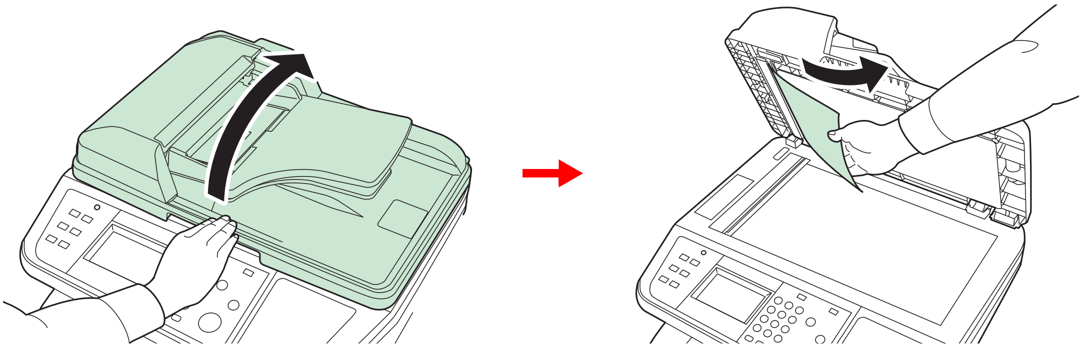


2



If the original is caught in the rollers or difficult to remove, proceed to the next step.

3



11 Appendix

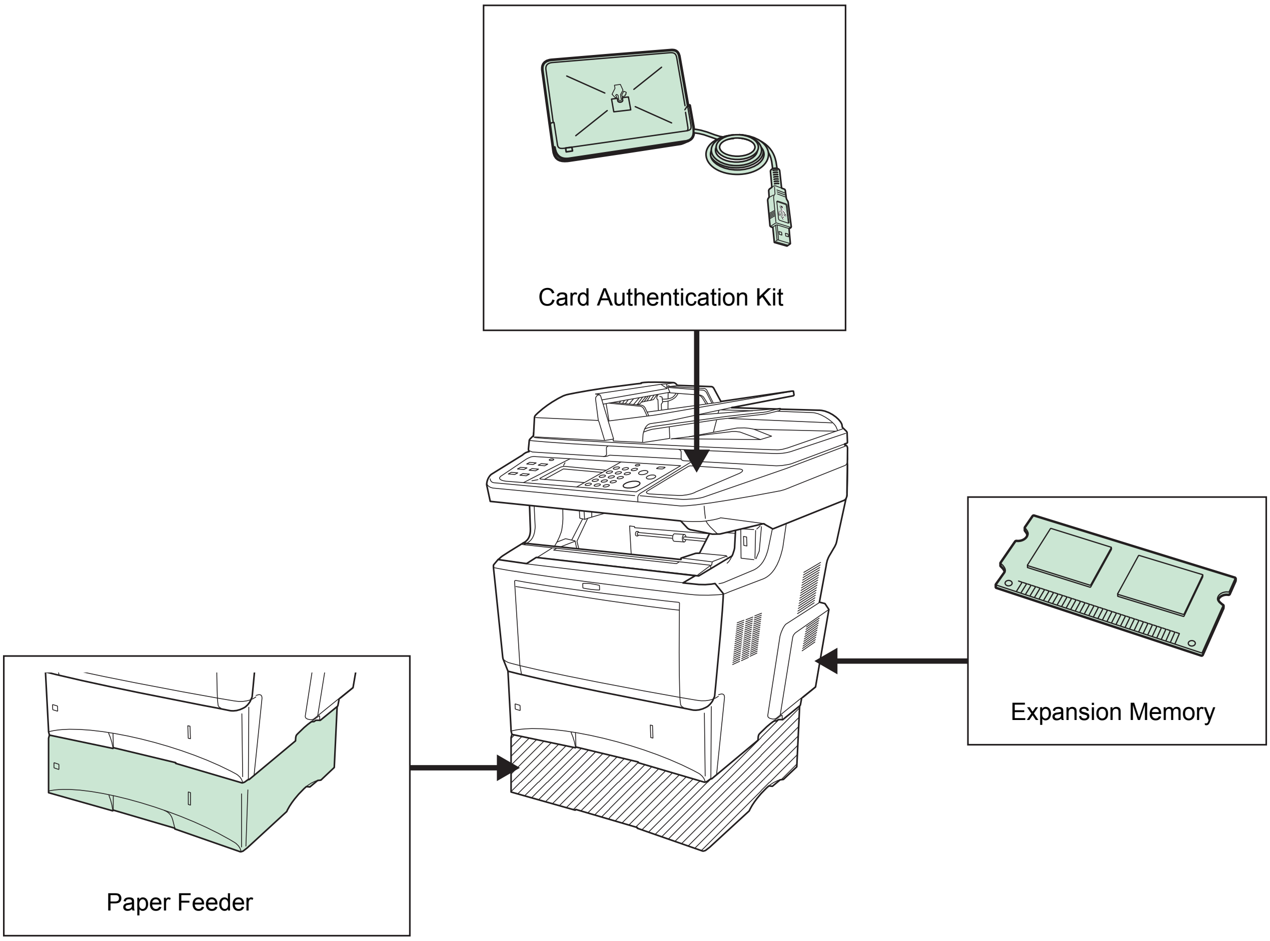
This chapter explains the following topics:

Optional Equipment 11-2
  Overview of Optional Equipment 11-2
  Paper Feeder 11-2
  Expansion Memory 11-3
  Card Authentication Kit 11-4
  USB Keyboard 11-4
  Optional Function 11-5
Character Entry Method 11-7
Paper 11-10
  Basic Paper Specifications 11-11
  Choosing the Appropriate Paper 11-11
  Special Paper 11-14
Specifications 11-18
  Machine 11-18
  Printer 11-20
  Scanner 11-20
  Document Processor 11-21
  Environmental Specifications 11-21
Glossary 11-22

Optional Equipment

Overview of Optional Equipment

The following optional equipment is available for the machine.


Card Authentication Kit
Expansion Memory
Paper Feeder

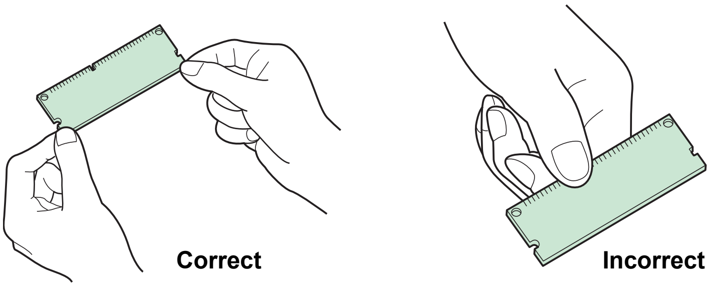
Paper Feeder

Three additional cassettes identical to the machine’s cassettes can be installed in the machine. Paper capacity and loading method are the same as Cassettes 1.

Expansion Memory

To expand the printer memory for more complex print jobs and faster print speed, you can plug in optional memory module (dual in line memory module) in the memory slot provided on the main controller board. You can select additional memory module from 256, 512 or 1024 MB. The maximum memory size is 2048 MB.

Precautions for Handling the Memory Module



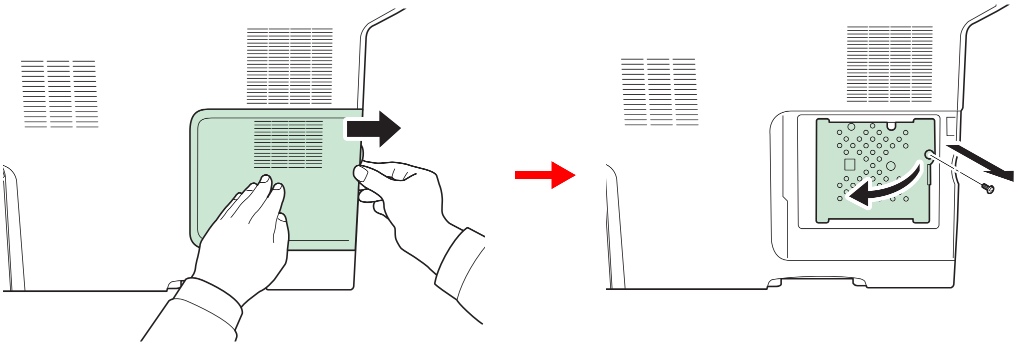
To protect electronic parts, discharge static electricity from your body by touching a water pipe (faucet) or other large metal object before handling the memory module. Or, wear an antistatic wrist strap, if possible, when you install the memory module.

Installing the Memory Module

1 **Power off.**

Turn off the machine and disconnect the power cord and interface cable.

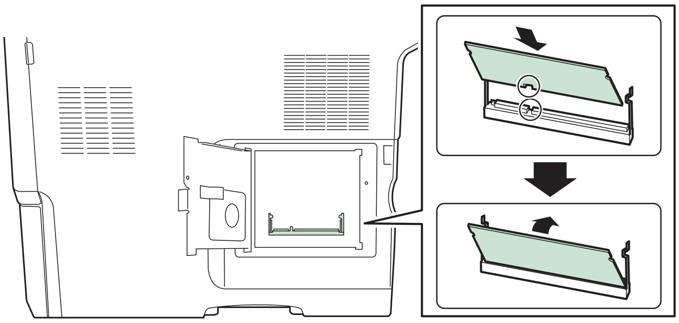
2 **Remove the covers.**



3 **Install the memory module.**

1 Remove the memory module from its package.

2 With the memory connection terminal pointing toward the socket, align the cut-out part with the socket terminal and insert directly in at an angle.



IMPORTANT
Before inserting a memory module in the machine, make sure that the machine is switched off.

3 Carefully press the inserted memory down and into the machine.

4 Reinstall the covers.

Removing the Memory Module

To remove a memory module, remove the right cover and the memory slot cover from the machine. Then, carefully push out the two socket clamps. Ease the memory module out of the socket to remove.

Verifying the Expanded Memory

To verify that the memory module is working properly, test it by printing a status page.

Refer to *Report on page 9-5*.

Card Authentication Kit

User login administration can be performed using IC cards. To do so, it is necessary to register IC card information on the previously registered local user list. For more information about how to register this information, refer to the *IC Card Authentication Kit Operation Guide*.

USB Keyboard

A USB keyboard can be used to enter information into the text fields on the operation panel. Please contact your dealer or service representative for information on keyboards that are compatible with your MFP before you purchase one.

Optional Function

You can use the optional applications installed on this machine.

Overview of the Applications

The applications listed below are installed on this machine. You can use these applications for a limited period on a trial basis.

UG-33 (ThinPrint) (This application can only be activated in Europe.)

This application allows print data to be printed directly without a print driver.

NOTE
Restrictions such as the number of times the application can be used during the trial period differ depending on the application.

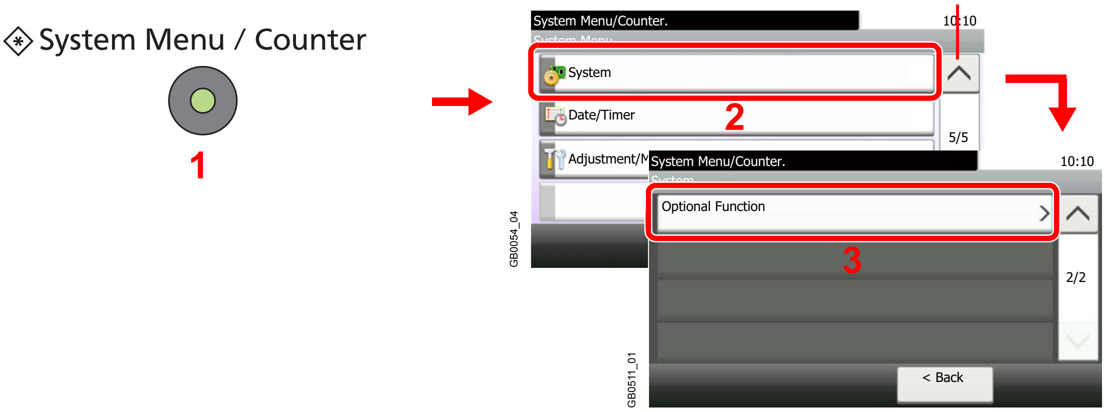
Starting Application Use

Use the procedure below to start using an application.

NOTE
If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 9-29* for the default login user name and password.

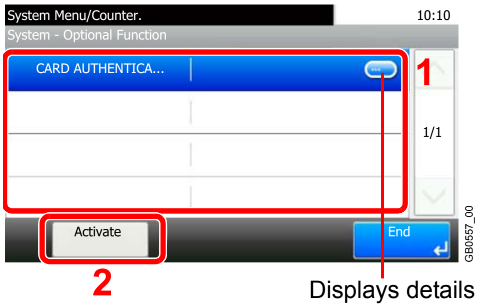
1 Display the screen.

Use [∨] or [∧] to scroll up and down.


System Menu / Counter
1
System Menu/Counter.
10:10
System Menu
System
2
Date/Timer
5/5
Adjustment/M
GB0054_04
System Menu/Counter.
10:10
System
Optional Function
3
2/2
< Back
GB0511_01

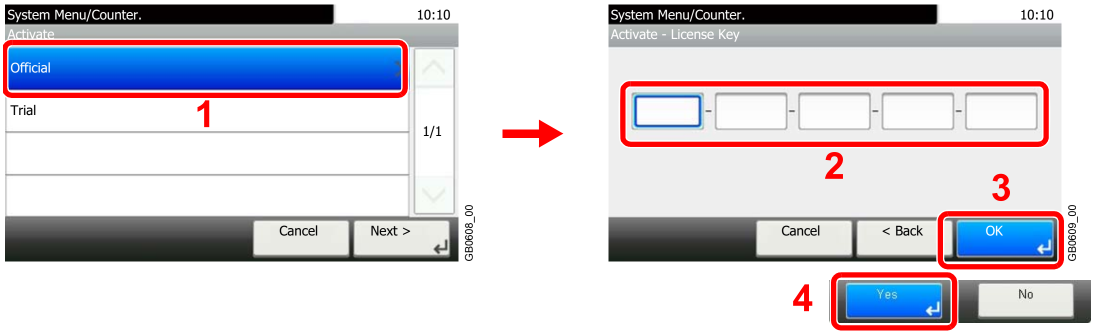
2 Start using an application.

1 Select the desired application and press [Activate].


System Menu/Counter.
10:10
System - Optional Function
CARD AUTHENTICA...
1
1/1
Activate
End
2
GB0557_00

Displays details for individual applications.

2 Select [Official] and enter the license key using the numeric keys.


System Menu/Counter.
10:10
Activate
Official
Trial
1
1/1
Cancel
Next >
GB0608_00
System Menu/Counter.
10:10
Activate - License Key
2
3
Cancel
< Back
OK
GB0609_00
4
Yes
No

Some applications do not require you to enter a license key.

To use the application as a trial, select [Trial].

IMPORTANT
If you change the date/time while using an application, you will no longer be able to use the application

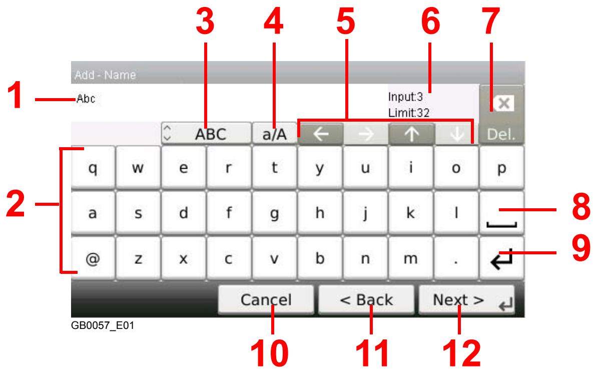
Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

NOTE
QWERTY, QWERTZ and AZERTY are available as keyboard layouts the same as a PC keyboard. Press the **System Menu/Counter** key, [Common Settings] and then [Keyboard Layout] to choose desired layout. QWERTY layout is used here as an example. You may use another layout following the same steps.

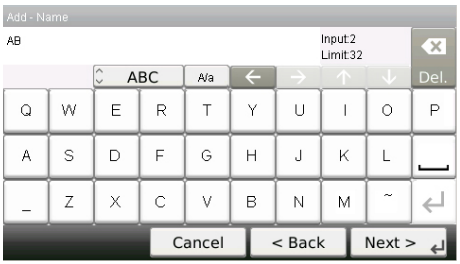
Entry Screens

Lower-case Letter Entry Screen



No.	Display/Key	Description
1	Display	Displays entered characters.
2	Keyboard	Press the character to enter.
3	[ABC] / [Symbol]	Select the characters that are entered. To enter symbols or numbers, select [Symbol].
4	[A/a] / [a/A]	Press to switch between upper case and lower case.
5	Cursor Key	Press to move the cursor on the display.
6	[Input] / [Limit] Display	Displays maximum number of characters and the number of characters entered.
7	Delete Key	Press to delete a character to the left of the cursor.
8	Space Key	Press to insert a space.
9	Enter Key	Press to enter a line break.
10	[Cancel]	Press to cancel entered characters and return to the screen before the entry was made.
11	[< Back]	Press to return to the previous screen.
12	[OK] / [Next >]	Press to save the entered characters and move to the next screen.

Upper-case Letter Entry Screen

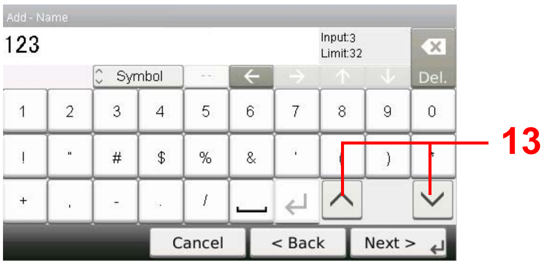

Add - Name
Del.
ABC
A/a
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M ~
Cancel
< Back
Next >

AB

Input:2
Limit:32

GB0057_E02

Number/Symbol Entry Screen


Add - Name
Del.
Symbol
1 2 3 4 5 6 7 8 9 0
! " # $ % & ' ( ) *
+ , - . /
Cancel
< Back
Next >
13

123

Input:3
Limit:32

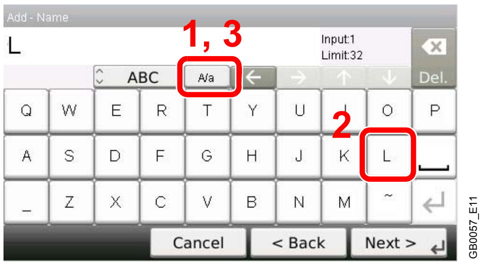
GB0057_E03

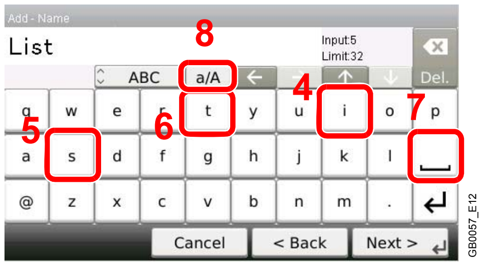
No.	Display/Key	Description
13	[▲]/[▼]	To enter a number or symbol not shown in the keyboard, press the cursor key and scroll the screen to view other numbers or symbols to enter.

Entering Characters

Follow the steps below to enter ‘List A-1’ for an example.

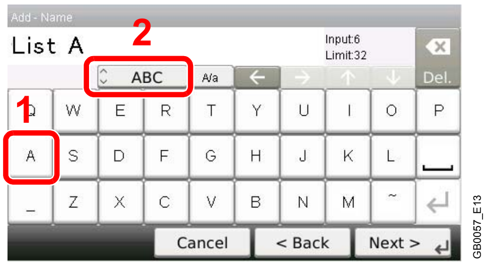
1 Enter 'List', (space).

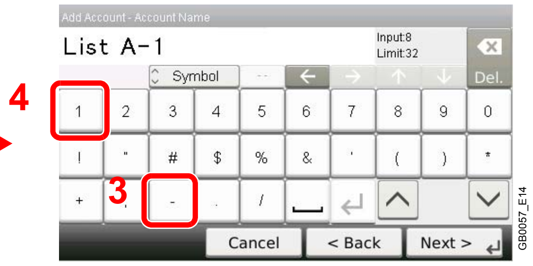

Add - Name
L
Input:1
Limit:32
1, 3
A/a
2
L
GB0057_E11


Add - Name
List
Input:5
Limit:32
8
a/A
4
i
5
s
6
t
7
GB0057_E12

To shift from lower case to upper case letters, press [a/A]. To shift from upper case to lower case letters, press [A/a].

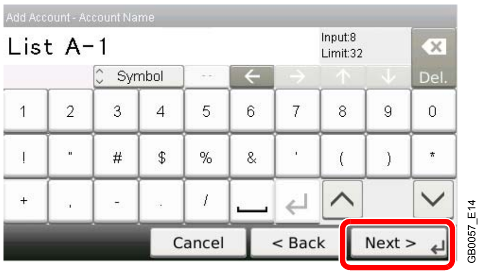
2 Enter 'A-1'.


Add - Name
List A
Input:6
Limit:32
2
ABC
1
A
GB0057_E13


Add Account - Account Name
List A-1
Input:8
Limit:32
Symbol
4
1
3
-
GB0057_E14

To enter numbers or symbols, press [ABC] to display [Symbol].

3 Register the characters you entered.


Add Account - Account Name
List A-1
Input:8
Limit:32
Symbol
Cancel
< Back
Next >
GB0057_E14

Press [Next>]. The entered characters are registered.

Paper

This section explains the paper sizes and types that can be used in the paper source.

Cassettes

Supported types	Supported paper sizes	No. of sheets
Plain paper (60 to 120 g/m²) Recycled paper (60 to 120 g/m²)	Letter, Legal, Statement, Oficio II, A4, A5, A6, B5, Folio, 16K, ISO B5, Envelope C5 Other sizes: Portrait - 4.13 to 8.50" or 105 to 216 mm Landscape - 5.83 to 14.02" or 148 to 356 mm	500 (80 g/m²)

Optional paper feeder

Supported types	Supported paper sizes	No. of sheets
Plain paper (60 to 120 g/m²) Recycled paper (60 to 120 g/m²)	Letter, Legal, Statement, Executive, Oficio II, A4, A5, B5, Folio, 16K, ISO B5, Envelope C5 Other sizes: Portrait - 5.83 to 8.50" or 148 to 216 mm Landscape - 8.27 to 14.02" or 210 to 356 mm	500 (80 g/m²)

Multi Purpose tray

Supported types	Supported paper sizes	No. of sheets
Plain paper (60 to 220 g/m²) Recycled paper (60 to 220 g/m²) Colored paper (60 to 220 g/m²)	Letter, Statement, Executive, A4, A5, A6, B5, B6, Folio, 16K Other sizes: Portrait - 2.76 to 8.50" or 70 to 216 mm Landscape - 5.83 to 14.02" or 148 to 356 mm	100 (80 g/m²)
Plain paper (60 to 220 g/m²) Recycled paper (60 to 220 g/m²) Colored paper (60 to 220 g/m²)	Legal	50 (80 g/m²)
Postcards	Postcards (100 × 148 mm)	1
Oufukuhagaki (return postcard)	Return postcard (148 × 200 mm)	1
Envelopes	Envelope DL, Envelope C5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Monarch, ISO B5, Youkei 2, Youkei 4	5

Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 60 to 120 g/m²
	Multi purpose tray: 60 to 220 g/m²
Thickness	0.086 to 0.230 mm
Dimensional accuracy	±0.7 mm
Squareness of corners	90°±0.2°
Moisture content	4 to 6%
Grain direction	Long grain (paper supply direction)
Pulp content	80% or more

NOTE
Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as it may damage the drum or fusing unit.

Ingredient

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. These paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists of cotton or other fibers.

Supported Paper Sizes

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a ±0.7 mm dimensional accuracy for length and width. Corner angles must be 90°±0.2°.

Multi Purpose Tray	Cassette or Multi Purpose Tray
B6 (186 × 128 mm)	A4 (297 × 210 mm)
Envelope #10 (Commercial #10) (4-1/8 × 9-1/2")	A5 (210 × 148 mm)
Envelope #9 (Commercial #9) (3-7/8 × 8-7/8")	A6 (148 × 105 mm)*
Envelope #6 (Commercial #6 3/4) (3-5/8 × 6-1/2")	B5 (257 × 182 mm)
Envelope Monarch (3-7/8 × 7-1/2")	Folio (210 × 330 mm)
Envelope DL (110 × 220 mm)	Letter
Hagaki (100 × 148mm)	Legal
Oufukuhagaki (148 × 200 mm)	Statement
Youkei 4 (105 × 235 mm)	Executive (7-1/4 × 10-1/2")
Youkei 2 (114 × 162 mm)	Oficio II
	16K (273 × 197 mm)
	ISO B5 (176 × 250 mm)
	Envelope C5 (162 × 229mm)
	Size Entry (70 × 148 to 216 × 352 mm)

* Except for the optional paper feeder.

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper. Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight (i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly.

Thickness

Avoid using paper that is too thick or thin. Signs that paper may be thin include frequent problems with paper jams or with several sheets being supplied at once. Paper jams may also indicate that the paper is too thick. The proper thickness is between 0.086 and 0.110 mm.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic changeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Other Paper Specifications

Porosity: The density of the paper fibers

Stiffness: Paper must be stiff enough or it may buckle in the machine, causing jams.

Curl: Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity: During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness: Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Quality: Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging: Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

Specially treated paper: We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprinted paper
- Bond paper
- Recycled paper
- Thin paper (from 60 g/m² to 64 g/m² or less)
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Cardstocks (Hagaki)
- Thick paper (from 106 g/m² to 220 g/m² or less)
- Labels
- High-quality paper

When using these paper and media, choose that are designed specifically for copiers or page printers (such as laser printers). Use the multi purpose tray for transparencies, thick paper, envelopes, cardstocks, and labels.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or multi purpose tray for special paper.

Transparencies

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Heat resistance	Must withstand at least 190°C
Thickness	0.100 to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, use the multi purpose tray for transparencies and load transparencies with the long side facing the machine.

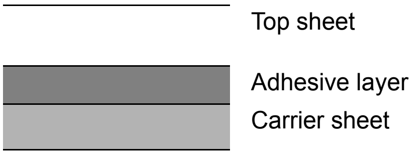
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Label

Be sure to feed labels from the multi purpose tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

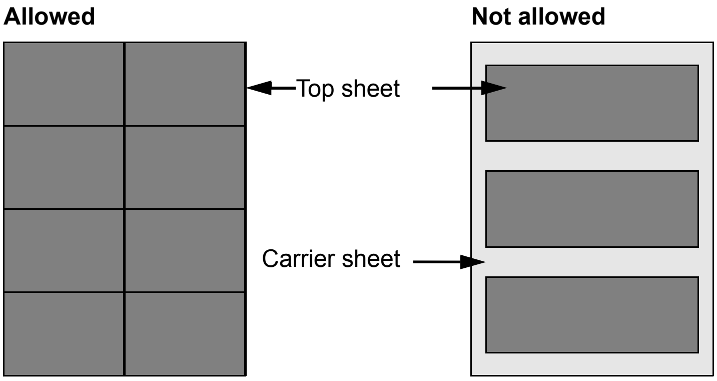
When printing onto labels, you must be liable for the print quality and possible trouble.



Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

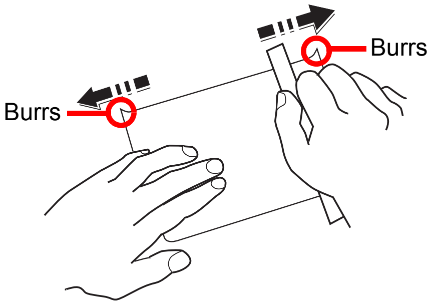
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

Top sheet weight	44 to 74 g/m²
Basis weight (overall paper weight)	104 to 151 g/m²
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.160 mm
Moisture content	4 to 6 % (composite)

Hagaki



Before loading Hagaki into the multi purpose tray, fan them and align the edges. If the Hagaki paper is curled, straighten it before loading. Printing onto curled Hagaki may cause jams.

Use unfolded Oufukuhagaki (available at post offices). Some Hagaki may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Use the multi purpose tray for envelopes.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

- Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.
- Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.
- If paper jams occur, load fewer envelopes at once.

Thick Paper

Before loading thick paper in the multi purpose tray, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams

NOTE
If the paper is not supplied correctly even after it is smoothed, load the paper in the multi purpose tray with the leading edge raised a few millimeters.

Colored Paper

Colored paper must conform to the specifications listed on the page *11-11*. In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprinted Paper

Preprinted paper must conform to the specifications listed on the page *11-11*. The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications listed on the page *11-11*; however, its whiteness may be considered separately.

NOTE

Before purchasing recycled paper in volume, try testing a sample to ensure that the print quality.

Specifications

IMPORTANT
Specifications are subject to change without notice.

Machine

Item		Description
Type		Desktop
Printing Method		Electrophotography by semiconductor laser, single drum system
Supported Original Types		Sheet, Book, 3-dimensional objects (maximum original size: Folio/Legal)
Original Feed System		Fixed
Paper Weight	Cassette	60 to 120 g/m^2 (Duplex: 60 to 120 g/m^2)
	Multi Purpose Tray	60 to 220 g/m^2
Media Type	Cassette	Plain, Rough, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality, Custom 1 to 8 (Duplex: Same as Simplex)
	Multi Purpose Tray	Plain, Transparency (OHP film), Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8
Paper Size	Cassette	Maximum: 8-1/2 × 14"/A4 (Duplex: 8-1/2 × 14"/A4) Minimum: 5-1/2 × 8 1/2"/A6 (Duplex: 7-1/4 × 10-1/2"/A5)
	Multi Purpose Tray	Maximum: 8-1/2 × 14"/A4 Minimum: 3-5/8 × 6-1/2"/A6
Zoom Level		Manual mode: 25 to 400%, 1% increments Fixed magnifications: 400%, 200%, 141%, 129%, 115%, 90%, 86%, 78%, 70%, 64%, 50%, 25%
Printing Speed		A4/Letter: 40/42 sheets/min Legal: 33 sheets/min B5: 33 sheets/min A5/A6: 22 sheets/min
First Print Time (A4, feed from Cassette)		7 seconds
Warm-up Time (22°C/71.6°F, 60%)	Power on	22 seconds or less
	Sleep	15 seconds or less
Paper Capacity	Cassette	500 sheets (80 g/m^2)
	Multi Purpose Tray	100 sheets (80 g/m^2, Letter/A4 or less), 50 sheets (80 g/m^2, more than Letter/A4)
Output Tray Capacity		500 sheets (80 g/m^2)
Continuous Copying		1 to 999 sheets (can be set in one sheet increments)
Image Write System		Semiconductor laser (1 beam)
Main Memory	Standard	1024 MB
	Maximum	2048 MB
Interface		USB Interface Connector: 1 (USB Hi-Speed) USB Host: 1 Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)

Item		Description
Resolution		600 × 600 dpi
Operating Environment	Temperature	10 to 32.5°C/50 to 90.5°F
	Humidity	15 to 80 %
	Altitude	2,500 m/8,202 ft maximum
	Brightness	1,500 lux maximum
Dimension (W × D × H)		11-1/2 × 19-9/16 × 22-5/16" 494 × 497.1 × 566.5 mm
Weight (with toner container)	FS-3540MFP	58.036 lb/26.38 kg
	FS-3640MFP	58.696 lb/26.68 kg
Space Required (W × D)		11-1/2 × 25-7/8" 494 × 656.1 mm (when using MP tray)
Power Requirement		120 V Specification Model:120 V (60 Hz, more than 9.5 A) 230 V Specification Model: 220 to 240V (50/60 Hz, more than 5.1 A)
Power Consumption (Maximum)		Standard: 1032 W (U.S.A./Canada), 1046 W (European countries) With options: 1037 W (U.S.A./Canada), 1063 W (European countries)
Power Consumption (During printing)	FS-3540MFP	Standard: 679.9 W (U.S.A./Canada), 676.6 W (European countries) With options:713.3 W (U.S.A./Canada), 688.2 W (European countries)
	FS-3640MFP	Standard: 680.9 W (U.S.A./Canada), 677.4 W (European countries) With options: 719.0 W (U.S.A./Canada), 703.5 W (European countries)
Power Consumption (During printing)	FS-3540MFP	Standard: 679.9 W (U.S.A./Canada), 676.6 W (European countries) With options:713.3 W (U.S.A./Canada), 688.2 W (European countries)
	FS-3640MFP	Standard: 680.9 W (U.S.A./Canada), 677.4 W (European countries) With options: 719.0 W (U.S.A./Canada), 703.5 W (European countries)
Power Consumption (During standby)	FS-3540MFP	Standard: 94.5 W(U.S.A./Canada), 95.8 W (European countries) With options: 101.6 W(U.S.A./Canada), 103.7 W (European countries)
	FS-3640MFP	Standard: 104.6 W(U.S.A./Canada), 97.9 W (European countries) With options: 113.0 W(U.S.A./Canada), 102.1 W (European countries)
Power Consumption (Sleep mode)	FS-3540MFP	Standard: 6.8 W (U.S.A./Canada), 6.9 W (European countries) With options: 8.8 W (U.S.A./Canada), 9.1 W (European countries)
	FS-3640MFP	Standard: 10.4 W (U.S.A./Canada), 10.6 W (European countries) With options: 12.5 W (U.S.A./Canada), 12.6 W (European countries)
Power Consumption (Power off)		0.1 W
Options		Paper feeder (up to 3 units), Expansion memory, Card Authentication Kit

Printer

Item	Description
Printing Speed	Same as Copying Speed.
First Print Time (A4, feed from Cassette)	11.5 seconds or less
Resolution	Fast 1200, 600 dpi
Operating System	Windows XP, Windows Server 2003, Windows Vista, Windows 7, Windows Server 2008, Apple Macintosh OS X
Interface	USB Interface Connector: 1 (USB Hi-Speed) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)
Page Description Language	PRESCRIBE

Scanner

Item	Description	
System requirements	CPU: 600 Mhz or higher RAM: 128 MB or more	
Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 × 400 dpi, 200 × 100 dpi (Resolution in FAX mode included)	
File Format	PDF (PDF1.4, PDF/A), TIFF (TIFF V6, TTN2), JPEG, XPS	
Scanning Speed	1-sided: B/W 35 Images/min, Color 13 Images/min (A4 landscape, 600 dpi, Image quality: Text/Photo original)	
Interface	Ethernet (10 BASE-T/100 BASE-TX/1000 BASE-T) USB2.0 (Hi-Speed USB)	
Network Protocol	TCP/IP	
Transmission System	PC transmission	SMB: Scan to SMB
		FTP: Scan to FTP, FTP over SSL
	E-mail transmission	SMTP: Scan to E-mail
	TWAIN scan*	
	WIA scan**	

* Available Operating System: Windows XP, Windows Server 2003, Windows Vista, Windows 7, Windows Server 2008

** Available Operating System: Windows Vista, Windows 7, Windows Server 2008

Document Processor

Item	Description
Original Feed Method	Automatic feed
Supported Original Types	Sheet originals
Paper Size	Maximum: Legal/A4, Minimum: Statement/A5
Paper Weight	Simplex: 50 to 120 g/m² Duplex: 50 to 110 g/m²
Loading Capacity	50 sheets (50 to 80 g/m²) maximum

Environmental Specifications

Item	Description
Time to Sleep mode (default setting)	1 minute
Recovery time from Sleep mode	15 seconds or less
Duplexing	Standard
Paper supply capability	100% recycled paper may be used.

NOTE
Consult your dealer or service representative for recommended paper types.

EN ISO 7779

Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß EN ISO 7779.

EK1-ITB 2000

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Glossary

AppleTalk

AppleTalk, which comes with Apple Computer's Mac OS, is a network protocol. AppleTalk enables file/printer sharing and also enables you to utilize application software that is on another computer on the same AppleTalk network.

Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically put paper out. However, no output is performed if the last page has no data to be printed.

Auto-IP

Auto-IP is a module that enables dynamic IPv4 addresses to be assigned to a device on startup. However, DHCP requires a DHCP server. Auto-IP is a server-less method of choosing an IP address. IP addresses between 169.254.0.0 to 169.254.255.255 are reserved for Auto-IP and assigned automatically.

Auto Paper Selection

A function to automatically select paper in the same size as original at printing

Auto Sleep

A mode designed for electrical power saving, activated when the machine is left unused or data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

Bonjour

Bonjour, also known as zero-configuration networking, is a service that automatically detects computers, devices and services on an IP network. Bonjour, because an industry-standard IP protocol is used, allows devices to automatically recognize each other without an IP address being specified or DNS server being set. Bonjour also sends and receives network packets by UDP port 5353. If a firewall is enabled, the user must check that UDP port 5353 is left open so that Bonjour will run correctly. Some firewalls are set up so as to reject only certain Bonjour packets. If Bonjour does not run stably, check the firewall settings and ensure that Bonjour is registered on the exceptions list and that Bonjour packets are accepted. If you install Bonjour on Windows XP Service Pack 2 or later, the Windows firewall will be set up correctly for Bonjour.

Default Gateway

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on, When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

DHCP (IPv6)

DHCP (IPv6) is the next-generation of the Internet's Dynamic Host Configuration Protocol and supports IPv6. It extends the BOOTP startup protocol that defines the protocols used for transferring configuration information to hosts on the network. DHCP (IPv6) permits the DHCP server to use its expanded functionality to send configuration parameters to an IPv6 node. Because the network addresses that can be used are allocated automatically, the IPv6 node management workload is reduced in systems where the administrator has to exercise close control over IP address allocation.

dpi (dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

Enhanced WSD

Kyocera's proprietary web services.

Emulation

The function to interpret and execute other printers' page description languages. The machine emulates operation of PCL6, KPDL, and KPDL (automatic).

FTP (File Transfer Protocol)

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

Help

A **?** (Help) key is provided on this machine's operation panel. If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, press the **?** (Help) key to view a detailed explanation on the touch panel.

IP Address

An Internet protocol address is a unique number that represents a specific computer or related device on the network. The format of an IP address is four sets of numbers separated by dots, e.g. 192.168.110.171. Each number should be between 0 and 255.

IPP

IPP (Internet Printing Protocol) is a standard that uses TCP/IP networks such as the Internet to enable print jobs to be sent between remote computers and printers.IPP is an extension of the HTTP protocol used to view websites and enables printing to be carried out via routers on printers in remote locations. It also supports the HTTP authentication mechanisms along with SSL server and client authentication as well as encryption.

KPDL (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

Multi Purpose (MP) Tray

The paper supply tray on the right side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki, transparencies, or labels.

NetBEUI (NetBIOS Extended User Interface)

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

NetWare

Novell's network management software that is able to run on a variety of operating systems.

PDF/A

This is "ISO 19005-1. Document management - Electronic document file format for long-term preservation - Part 1: Use of PDF (PDF/A)", and is a file format based on PDF 1.4. It has been standardized as ISO 19005-1, and is a specialization of PDF, which has been mainly used for printing, for long-term storage. A new part, ISO 19005-2 (PDF/A-2), is currently being prepared.

POP3 (Post Office Protocol 3)

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

PostScript

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is contained in the DVD enclosed in the package. Install the printer driver on the computer connected to the machine.

RA (Stateless)

The IPv6 router communicates (transmits) information such as the global address prefix using ICMPv6. This information is the Router Advertisement (RA). ICMPv6 stands for Internet Control Message Protocol, and is a IPv6 standard defined in the RFC 2463 "Internet Control Message Protocol (ICMPv6) for the Internet Protocol Version 6 (IPv6) Specification".

Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints and scans, and paper source settings.

Subnet Mask

The subnet mask is a way of augmenting the network address section of an IP address. A subnet mask represents all network address sections as 1 and all host address sections as 0. The number of bits in the prefix indicates the length of the network address. The term "prefix" refers to something added to the beginning and, in this context, indicates the first section of the IP address. When an IP address is written, the length of the network address is indicated by the prefix length after a forward slash (/). For example, "24" in the address "133.210.2.0/24". In this way, "133.210.2.0/24" denotes the IP address "133.210.2.0" with a 24-bit prefix (network section). This new network address section (originally part of the host address) made possible by the subnet mask is referred to as the subnet address. When you enter the subnet mask, be sure to set the *DHCP* setting to *Off*.

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

TCP/IP (IPv6)

TCP/IP (IPv6) is based on the current Internet protocol, TCP/IP (IPv4). IPv6 is the next-generation Internet protocol and expands the available address space, which resolves the problem of the lack of addresses under IPv4, while also introducing other improvements such as additional security functionality and the capacity to prioritize data transmission.

TWAIN (Technology Without Any Interested Name)

A technical specification for connecting scanners, digital cameras, and other image equipment to the computers. The TWAIN compatible devices enable you to process image data on any relevant application software. TWAIN is adopted on a large amount of graphic software (e.g. Adobe Photoshop) and OCR software.

USB (Universal Serial Bus)2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

WIA (Windows Imaging Acquisition)

A function to import images supported after Windows Me/XP from digital cameras and other peripheral devices. This function replaces what TWAIN used to do; the feature is provided as a part of Windows functions and improves ease of operation, so that you import images directly to My Computer without using any application.

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This machine has passed all quality controls and final inspection.

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